

Headquarters
US Army Garrison Command
Fort Knox, Kentucky 40121-5717
25 October 2006

Fort Knox Circular 25-06-1

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Information Management

THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)

Applicability. This circular applies to all activities in the US Army Armor Center (USAARMC) and Fort Knox, US Army Garrison Command, and in particular to units within the 16th Cavalry Regiment, 1st Armor Training Brigade (ATB), 46th Adjutant General Battalion (Reception), Noncommissioned Officers' Academy (NCOA), and Law Enforcement Command.

Suggested improvements. The proponent of this circular is the Directorate of Human Resources, US Army Garrison Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, US Army Garrison Command (IMSE-KNX-HRS), Fort Knox, Kentucky 40121-5717.

1. Purpose. This circular prescribes policy, procedure, and guidance unique to managing and maintaining records per AR 25-400-2, The Army Records Information Management System (ARIMS), 15 November 2004, and provides additional information, changes to record numbers (RNs), and clarification of particular filing problems experienced within ARIMS. It also provides a table of disposition codes, a model files plan for each section within units, and proper labeling for each of those RNs for the year 2007.

2. Policy.

a. The Records Management Division (RMD), US Army Records Management and Declassification Agency (RMDA), aligned under the Administrative Assistant to the Secretary of the Army, is the HQDA staff agency responsible for records management programs and policy with oversight of the Army Chief Information Officer (CIO)/G-6.

b. Use the Records Retention Schedule-Army (RRS-A), located at <https://www.arims.army.mil> in conjunction with this circular for selecting RNs and proper filing procedures.

c. The commander of a unit or officer in charge of an activity is responsible for their records; however, another individual is usually charged with managing the records program within the unit or activity. Designate a Records Management Coordinator (RMC) at brigade, regiment, command, and directorate level to serve as a point of contact (POC) for all files maintenance and disposition matters. Forward a copy of the appointment memorandum to the installation Records Manager (RM), this headquarters (IMSE-KNX-HRS). Appointment of Assistant RMCs is encouraged within each activity down to battalion/squadron level, separate

units, and down to division level in directorates when deemed necessary due to size and office location.

d. All units/activities will ensure that RMC appointments are kept current, inform the installation RM of personnel departing the position, and provide replacement appointment orders expeditiously.

e. The designated RMC will:

(1) Ensure each Records Custodian is properly registered in ARIMS (see paragraph 3a below).

(2) Assist and ensure each Records Custodian creates an initial Office Records List (ORL) and that the ORL is submitted through ARIMS for the installation RM's approval and ensure the ORL is updated and resubmitted annually (normally accomplished within 30 days of the start of the fiscal year (FY) or calendar year (CY), as applicable).

(3) Ensure files and filing equipment are properly labeled and maintained to facilitate filing, searching, and disposition of records. This includes paper, film, and electronic records.

(4) Ensure records eligible for transfer to the installation Records Holding Area (RHA) are properly labeled, arranged, and transferred on a timely basis per the disposition schedule. Past experience has shown that many units/activities are deficient in this area. Place extra emphasis on transferring records according to schedule. This is critical for the installation RHA Manager to meet timelines for annual transfer to the Federal Records Centers (FRCs). In addition, timely and complete transfers are critical to serving the Soldier. (Also see paragraph 2g(3).)

(5) Ensure files training needs are identified and reported to the installation RM. As a minimum, all personnel engaged in filing must attend a training session in the maintenance, use, and disposition of records.

f. The installation RM will notify activity RMCs via e-mail of significant recordkeeping changes. Upon receipt of e-mail, RMCs will disseminate information to all Records Custodians within their activity. To ensure your unit/activity receives this information, it is imperative that RMC appointment orders be kept up to date.

g. Policy changes as a result of ARIMS implementation.

(1) Units/organizations will retain all records with dispositions of 6 years or less in the current files area (CFA) regardless of disposition codes (to include T (transfer) codes of 6 years or less). If space does not permit retention in the CFA, request an exception to policy from the installation RM (IMSE-KNX-HRS) to transfer records to the installation RHA for retention until disposition date occurs.

(2) Paper records with retention periods of more than 6 years will continue to be transferred to the RHA after 2 years in the CFA or earlier per Appendix B, paragraph B-46.

(3) Records with "T" (transfer) coded dispositions may also be filed electronically through the Electronic Capture and Store (ECS) feature of ARIMS (contact the installation RM for further guidance concerning software install and use). ECS accepts records in Portable Document Format (.pdf), Word, Excel, Access, PowerPoint, and PureEdge forms. Documents stored through ECS must be an exact replica of the original document bearing either digital or handwritten signature to meet legal requirements, i.e., .pdf. NOTE: ARIMS ECS accepts only "T" coded records.

3. Procedures.

a. ARIMS Registration. Before proceeding with ARIMS registration, users must verify their AKO personal profile and ensure they can log into AKO with their user name and password (not CAC card). Once this is verified, contact the installation RM before proceeding with registration. Once registered in ARIMS, users must access their account at least once every 6 months, or the account will be inactivated.

b. Labeling Requirements. Labels will include the disposition code, record number (RN), record title, year of accumulation (if required), Privacy Act System Notice Number (if applicable), and disposition instructions. Generic retention periods must be converted to exact cutoff, transfer, retirement, and destruction dates. Labels generated within ARIMS will not be used locally, because they contain incomplete and/or generic dispositions. See Appendix A for disposition codes and conversions. See Appendix B, paragraph B-3, for description of the three types of dispositions.

4. Appendix A. Contains disposition codes and an explanation of each.

5. Appendix B. Explains the three types of dispositions and addresses areas of ARIMS that require additional guidance and changes to RNs. It also provides clarification and further explanation to aid in the maintenance, use, and disposition of records per ARIMS.

6. Appendix C. Contains model files plans designed to aid unit personnel. Use these plans as a guide for establishing files under ARIMS in conjunction with AR 25-400-2 and RRS-A (<https://www.arims.army.mil/>). Units are neither limited to only those RNs shown in the plans, nor do they have to establish each file if not required to support their mission.

7. Appendix D. Provides samples of file labels to set up 2007 files for each RN listed in Appendix C and the "general correspondence" RNs for each series listed in Appendix C.

8. Appendix E. Provides a sample cross reference sheet.

9. Appendix F. Shows a sample Records Management Coordinator duty appointment.

Fort Knox Circular 25-06-1 (25 Oct 06)

10. Appendix G. Contains the inspection checklists for Records Management programs, to include ARIMS, Privacy Act, and Freedom of Information Act. Use these checklists to maintain a proactive Records Management program and prepare for installation program inspections.



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Appendix A

Disposition Codes/Conversion

Disposition Codes	Disposition Instructions	Conversion Examples
K.08	Keep 1 month, then destroy	COFF 31 Jan 07, DEST Mar 07
K.25	Keep 3 months, then destroy	COFF 31 Mar 07, DEST Jul 07
K.5	Keep 6 months, then destroy	COFF 30 Jun 07, DEST Jan 08
K1 through K6	<i>Example of a K3 file:</i> Keep 3 years, then destroy	<i>Example of a K3 file:</i> COFF 31 Dec 07, DEST Jan 11
KN	Keep until NLN for conducting business	DEST when NLN for conducting business
KEN	Keep until the event then until NLN for conducting business	DEST when NLN for conducting business after supersession or obsolescence
KE.25 through KE6	<i>Example of a KE2 file:</i> Keep 2 years after the event	<i>Example of a KE2 file:</i> ACTIVE. PIF after date of reply INACTIVE. COFF 31 Dec 07, DEST Jan 10
T	Transfer file	Dispose of according to AR 27-10
T.25 through T6	<i>Example of a T2 file:</i> Transfer and destroy after 2 years	<i>Example of a T2 file:</i> COFF 31 Dec 07, DEST Jan 10 (Does not require transfer since 6 years or less)
T6.25 through T75	<i>Example of a T10 file:</i> Transfer after 2 years in CFA	<i>Example of a T10 file:</i> COFF 31 Dec 07, Trf RHA Jan 10, Ret WNRC Jan 11, DEST Jan 18
TP	Transfer permanent	COFF 31 Dec 07, Trf RHA Jan 10, Ret WNRC Jan 11, PERM
TE	Transfer after the event	Forward w/MPRJ IAW AR 600-8-104 when individual is separated
TE.25 through TE6	<i>Example of a TE5 file:</i> Transfer after event, destroy after 5 years	<i>Example of a TE5 file:</i> ACTIVE. PIF after final action INACTIVE. COFF 31 Dec 07, DEST Jan 13 (Does not require transfer since 6 years or less)
TE6.25 through TE75	<i>Example of a TE10 file:</i> Transfer after event, destroy after 10 years.	<i>Example of a TE10 file:</i> ACTIVE. PIF after final action INACTIVE. COFF 31 Dec 07, Trf RHA Jan 10, Ret WNRC Jan 11, DEST Jan 18
TEP	Transfer after event, permanent	ACTIVE. PIF on revision , supersession, or obsolescence INACTIVE. COFF 31 Dec 07, Trf RHA Jan 10, Ret WNRC Jan 11, PERM
U	Unscheduled	Keep in CFA until disposition instructions are published

Figure A-1. Sample Disposition Codes

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Appendix B

Clarifications/Explanations

B-1. Housekeeping and Mission Files. Housekeeping files are those that each office accumulates and maintains as a result of the day-to-day administration of an office and its personnel. They are identified by the number "1" followed by a letter(s) of the alphabet. Mission files are exactly as the name implies; they relate to the mission or function of the office. Arrange "housekeeping" files either in a separate drawer or preceding all mission files. Do not confuse housekeeping files with the mission files under the series 1, Administration.

B-2. Record Numbers (RNs) With Multiple Dispositions. In ARIMS, record numbers (RNs) that have multiple disposition instructions are now listed as separate RNs (composed of the RN followed by a number 1, 2, 3, etc.). For example, RN 1v, Access Controls, has four separate RNs (1v1, 1v2, 1v3, and 1v4) to accommodate the four different dispositions.

B-3. Types of Disposition Instructions. There are three types of disposition instructions in ARIMS that are based on time, event, and combined time-event.

a. With a time disposition, a record is cutoff at the end of the month for a 30-day file, end of the quarter for a 3-month file, semiannually for a 6-month file or end of the year for a 1-year or more disposition, held for the specified period, then destroyed. Disposition codes of K.08 (Keep 1 month), K.25 (Keep 3 months), K.5 (Keep 6 months) K2 (Keep 2 years), T2 (Transfer 2-year file), T7 (Transfer 7-year file), and TP (Transfer Permanent) are all examples of time dispositions.

b. With an event disposition, the records are destroyed upon or immediately after the specified event occurs. Unlike the time disposition, there is no waiting period. Disposition codes of KN (i.e., Keep until NLN for conducting business) are event dispositions. Also, KEN files (i.e., Keep until NLN for conducting business after supersession or obsolescence) are an exception to the three types of disposition instructions but are to be considered as event dispositions. Event dispositions will not have a year of accumulation and will always remain in the current year block of files.

c. With a combination time-event disposition, a record is disposed of a certain period of time after an event takes place. For example, destroy 3 years after case is closed. This disposition requires the establishment of two types of files—ACTIVE (prior to the event occurring) and INACTIVE (after the event occurs). The occurrence of the event triggers the file to become INACTIVE. The disposition instruction on the ACTIVE file label would read: "ACTIVE. PIF after case is closed." NOTE: PIF = place in INACTIVE file. Once the event occurs (case is closed), create the INACTIVE file. Cutoff (COFF) the INACTIVE file at the end of the year and destroy after 3 years. Disposition codes of KE1 (i.e., Keep 1 year after the event), KE3 (i.e., Keep 3 years after the event), TE2 (i.e., Transfer and destroy 2 years after the event), TE6 (i.e., Transfer and destroy 6 years after event), and TEP (i.e., transfer after the event, permanent) are all examples of combination time-event dispositions.

B-4. "General Correspondence" Files. Each "General Correspondence" RN has two distinct disposition instructions as explained in the following:

a. The first disposition is for ACTION documents (this means your office originated the correspondence, prepared a reply, filled out a form, or responded to a tasking via phone call); disposition instruction is "Destroy after 2 years." The file label requires a year of accumulation and a specific cutoff and disposition date as this is a "time" file. Correct disposition code for all general correspondence ACTION documents is "K2" instead of "KEN" as specified in ARIMS. Sample file label is shown in figure B-1 below:

K2 600 General Personnel Correspondence (07) Files COFF 31 Dec 07, DEST Jan 10

Figure B-1. Sample Label for "General Correspondence" RN - ACTION Documents

b. The second disposition is for NONACTION documents (your office took no action, but you are retaining for information only). Disposition in ARIMS reads, "KEN. Keep in CFA until event occurs (when no longer needed for current operations) and then until no longer needed for conducting business. Due to redundancy in ARIMS disposition, change all NONACTION general correspondence RNs locally to "KN. Keep until no longer needed for conducting business." These files should be reviewed at least annually and purged of all correspondence that is obsolete, superseded, or no longer needed. The file label does not require a year of accumulation since this is an "event" file; the folder always remains in the current year block of files. Sample file label is shown in figure B-2 below:

KN 600 General Personnel Correspondence Files (NONACTION DOCUMENTS) DEST when NLN for conducting business
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Figure B-2. Sample Label for "General Correspondence" RN - NONACTION Documents

B-5. Setting Up Files for the New Year. Files inspections reveal that many units establish numerous file folders at the beginning of the year, and the folder remains empty throughout the year. Do not establish file folders until the need arises, except for those the file custodian is confident will be used during the year.

B-6. File Label Positions. When using lateral filing equipment, place the label in either the first or third position, whichever provides the best access to identify the folders. The requirement to place file labels on folders in three positions to indicate final disposition of the records is no longer valid.

B-7. "Dummy" Folders. Use a "dummy" folder when two or more folders are required under one record number. Subsequent folder labels behind the "dummy" will only show the disposition code, RN, title of the contents, and year of accumulation (when appropriate). File

dividers may be used in lieu of taping an empty file folder together as a "dummy." Do not use a "dummy" folder or file guide with full label instructions when there is only one file folder for the year.

B-8. Use of Hanging File Folders. When using hanging file folders, label in the same manner as manila file folders, and tape "dummy folders" shut. Use the hanging file folders in place of file guides, and ensure they are taped shut to preclude any filing within. Do not insert file guides and manila folders within the hanging folder, because this is a waste of filing supplies. **NOTE: The only exception to this policy is for those records that require transfer to the installation RHA and FRCs. Since records boxes only accommodate manila folders and standard file guides, the RHA and FRC can only accept records filed with standard supplies.**

B-9. Cross-referencing Files. Maintain files in numerical order (housekeeping followed by mission) within file cabinets. However, in some instances, the size of the record (e.g., computer printouts), volume of records, storage medium (e.g., electronic, CD-ROM, optical disk, or microfilm), or mission may require maintenance of files outside of normal numerical sequence within a file cabinet. In such cases, establish a folder in the correct numerical position in the file cabinet and insert a cross-reference sheet in the folder to indicate the exact location of the records (see Appendix E for sample). The only exception is cross-referencing is not required for RN 1jj, Reference Publications, which are normally filed in three-ring binders. Records maintained outside the CFA must also be labeled per ARIMS.

B-10. File Folder Capacity. Standard file folders are designed with a maximum capacity of 3/4 inch. If contents of a folder exceed this capacity, prepare additional folders per the "dummy" folder concept as explained in paragraph B-7 above.

B-11. Fastening Records. Staple records instead of using paper clips. Paper clips tend to hang on other documents and are pulled off. For records too bulky for staples, use black metal clips, clam clips, or two-hole prong fasteners.

B-12. Preparing Papers for File. Remove extraneous materials such as Optional Forms 41, routing slips, "Post-it" notes, cover sheets, etc., which are not a vital part of the record, before filing. Tabs are not considered extraneous materials.

B-13. Electronic Records. Maintain and dispose of electronic records using the applicable ARIMS RN for equivalent information in paper form per chapter 3, AR 25-400-2 (15 November 2004). Establish routine backup procedures to ensure records integrity and avoid possible loss of valuable information. Cross-reference records maintained solely by electronic medium to the main files area. (See paragraph 2g(3) for filing of "T" records using the ECS feature of ARIMS.)

B-14. Labeling Floppy Disks, CD-ROMs, and Computer-generated Records.

a. When floppy disks/CD-ROMs are used to maintain the official record copy, labels should include the disposition code, record number/titles, begin and end dates, PA number (if applicable), software used to create the records, and classification if classified. Do not use floppy disks to store official records with a retention schedule of more than 2 years.

b. Label binders containing computer-generated reports and information by using the applicable subjective ARIMS RN.

B-15. Filing Unclassified Publications. When publications are available in electronic format (e-Pubs), there is no requirement to maintain the publication in paper format. With the 1 July 1999 implementation of HQDA's "Less Paper Policy" and the increasing cost of printing, users should preferably use the electronic version of publications when available. Most e-Pubs are available through APD web site at <http://www.apd.army.mil/>. For publications that are not available electronically, or if the user maintains the paper version of publications, the following apply:

a. Generally, publications are separated and filed by type – all Army regulations together, all pamphlets together, all field manuals together, and all technical manuals together. File these publications numerically; when letters are added to the publications number, file them numerically-alphabetically.

b. Because of the mission or other requirements in some organizations and offices, it may be desirable to file publications functionally rather than by type of publication. If so, file all publications on a given subject together.

c. Most pre-printed DA publications have pre-punched holes for filing in three-ring binders.

d. Label each binder. Examples are shown in figure B-3 below. Show disposition instructions on the lead binder only (the first binder on the left of a row of binders).

e. Do not use permanent marking materials on the spine or cover of the binder. Such markings make reuse of the binder difficult if the contents change. As preferred methods, use metal slip-on binder label holders, if available, or attach labels to the spine of the binder with transparent tape. Avoid using gummed labels since these are difficult to remove when relabeling is necessary.

<p>KEN 1jj Ref Pubs</p> <p>ARs 25-50 thru 340-21</p> <p>DEST when NLN for conducting business, after supersession or obsolescence</p> <p>Book 1</p>	<p>KEN 1jj Ref Pubs</p> <p>ARs 600-8 thru 600-37</p> <p>Book 2</p>	<p>KEN 1jj Ref Pubs</p> <p>ARs 600-38 thru 870-5</p> <p>Book 3</p>
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Figure B-3. Sample Label Entries for Binders

B-16. Filing Classified Publications. Store classified publications in security containers that meet the requirements of AR 380-5. Place the publications in binders or each in a separate file folder. If folders are used, label the visible edge of the folder per ARIMS and show the publication number. If placed in binders, the outside of the binder must carry the publication number and the highest security marking of the documents contained within. Prepare a cross-reference sheet (see Appendix E) and insert in the proper place in the unclassified files to show where the publication is located and that it is classified.

B-17. Filing Changes/Supplements. Per DA Pam 25-40, Appendix E, file changes/supplements to Army regulations in front of the basic regulation to which they pertain after posting. After new pages of a loose-leaf change are inserted, the change instruction sheet is filed in front of the updated basic. The latest change or change sheet is always placed on top.

B-18. Filing Documents in Binders. Do not interfile documents within the same binder that are more appropriately filed under different RNs. File these records under each appropriate individual RN as part of the office's official files. This requirement will preclude the establishment of "subject binders" for Safety, Security, Equal Opportunity, Substance Abuse, etc., because these subject binders often result in interfiling of records having different RNs.

B-19. Authorized Abbreviations. Use abbreviations listed in AR 25-52 in the disposition instructions. Any abbreviation that will be understood by the custodian of the file may be used in the title of the file.

B-20. Blocking Files. Files with a specific retention period, such as “Destroy after 2 years” will be cutoff and blocked at the end of the year in which action on the record has been completed. Files with a continuing type of disposition, such as “Destroy when no longer needed for conducting business” will be reviewed and individual records removed and destroyed at the appropriate time. After review, current records are brought forward to the new annual block.

B-21. RN 1g, Office Record Transmittals.

a. This file contains copies of SF 135s (Records Transmittal and Receipt) for unit/activity records transferred to the installation RHA. Units/activities should maintain the SF 135s until each record category has reached its disposition date—if there are any records transferred on an SF 135 that has a “Permanent” disposition, the unit/activity should also retain the SF 135 permanently or until deactivation/discontinuance of the unit/activity.

b. ARIMS code/disposition reads: “KEN. Keep in CFA until event occurs (no longer needed for administrative or reference purposes) and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.” To ensure records are maintained as long as administratively needed, change code/disposition to “KN. Destroy when no longer needed for administrative or reference purposes.”

B-22. RN 1x1, Office Civilian Personnel Time and Attendance Files - Time and attendance source records and input records.

a. Defense Civilian Pay System (DCPS) (does not apply to Garrison organizations).

(1) The G4/Directorate of Resource and Logistics Management’s Customer Service Representative (G4/DRLM CSR) maintains the original timesheets used by the office timekeeper to input time into DCPS under RN 1x1, which is a 6-year file. This includes supporting documentation for court, military, law enforcement, and blood donor leave.

(2) Office timekeepers will maintain time and attendance records per RN 1x3, Civilian Personnel Time and Attendance Files - OPM 71 or equivalent: If timecard has not been initialed by employee. However, to alleviate administrative burden on office timekeepers, exception is granted to maintain copies of the timesheets, SF 71s, and other backup documentation in a single file for the 3-year period whether initialed or not initialed by the employee, in lieu of separating per RN 1x2 and 1x3. Change disposition code from KEN to “K3” to accommodate local deviation from ARIMS.

b. Automation Time Attendance and Production System (ATAAPS) (applies to Garrison organizations only). If employee inputs time, concurs, and supervisor certifies, then no paper timesheet is maintained. If timekeeper inputs the time for the employee, or if the employee has not concurred after supervisor’s certification, a paper copy of the time sheet must be retained. CSR will maintain per B-22a(1) and office timekeeper per B-22a(2) above.

B-23. RN 1v2, Access Controls – Key and lock control registers. Corrected and changed ARIMS disposition code from K.25 to KE.25.

B-24. RN 1hh, Office Temporary Duty Travel Files. Since implementation of the Defense Travel System (DTS), any paper records kept must be maintained on a fiscal year basis for the full disposition period of 6 years, 3 months. Exception to maintain these files in the CFA for the full retention period in lieu of transferring to the installation RHA is hereby granted.

B-25. RN 1ii, Office Military Personnel Files. The disposition has changed from “Destroy 1 year after transfer or separation of the individual” to “KEN. Destroy when no longer needed for conducting business after transfer or separation of individual.” Treat the new disposition as an “event” file, and continue to maintain the INACTIVE records for 1 year after the end of the year that the individual transfers or separates. See sample file labels/guides on page D-3 of Appendix D. INACTIVE files may be maintained in a separate drawer but must be cross-referenced from the main file drawer.

B-26. RN 1mm, Reading Files.

a. Do not establish the reading file below brigade, regiment, command, or directorate level. It tends to become a "catch-all" file at lower echelons and abused by filing clerks that do not take the time to file subjectively.

b. ARIMS code/disposition reads: “KEN. Keep in CFA until event occurs (1 year old or NLN for reference, whichever is sooner) and then until NLN for conducting business, but not longer than 6 years after the event, then destroy.” To simplify files maintenance, change disposition to “DEST when NLN for conducting business;” change disposition code to “KN.”

B-27. RN 5-10c2, Reduction and Realignment Documentation - Office responsible for submitting documentation for approval. The Garrison Commander’s office is responsible for submitting Base Realignment and Closure (BRAC) documentation for approval and maintains the records for 10 years after completion or cancellation of related reduction or realignment. Offices responsible for review, comment, or contribution of information to the Garrison Commander’s input will maintain under RN 5-10c3 as a 5-year file.

B-28. RN 11-27c2, Energy Conservation Reports – Other offices. RN 11-27c2, Energy Conservation Reports, is no longer suitable for records maintained in the units. The Directorate of Public Works is the office of record for energy reports and is the only office authorized to use RN 11-27c2, which has an 11-year retention period. Units will use RN 11, General Army Programs Correspondence Files, to maintain information pertaining to annual energy consumption, energy reports, etc.

B-29. RN 25-30hh, Publications and Form Requisitions (DA Forms 17), and RN 25-30ii, Initial Distribution Requisitions (DA Form 12 Series). These RNs are used by the Installation Forms Stockroom only. Use RN 1p1, Office Service and Supply Files – DA Form 12-series to maintain the 12-series, and RN 1p2, Office Service and Supply Files – Other information, to maintain the DA Forms 17 in the units/directorates.

B-30. RN 25-30kk, Internal Distribution Schemes. Use this RN to file Fort Knox Form 5001-E (Internal Distribution Card), which shows the unit's internal distribution of publications received through the pinpoint distribution system.

B-31. RN 27-10d2, Special Courts-martial (BCD) and RN 27-10e2, General Courts-martial. Permission is granted per this circular for S-1 Legal to use these numbers in addition to the Staff Judge Advocate level. See Appendix D for proper labeling.

B-32. RN 37z, Government Credit Card Certifying/Billing Officer's Account Files. The certifying officer for government credit card purchases will use this RN to maintain records in support of certifications for payment of government credit card transactions, to include supporting documentation, monthly statements of account, purchase logs, purchase card receipts, and copies of monthly billing statements. This file must be maintained on a fiscal year basis for the full disposition of 6 years and 3 months. Exception is granted to maintain these files in the CFA for the full retention period in lieu of transferring to the installation RHA. Cardholders will continue to maintain their supporting records under RN 715j1, Small Purchases and Modifications - Other than environmental issues (see paragraph B-55).

B-33. RN 40-66a, Health Records. Change disposition to "Transfer and dispose of IAW AR 40-66."

B-34. RN 71-32b, TDA, CTA, and TAADS Files. Permission is granted to use this RN although ARIMS does not include maintenance at unit level.

B-35. RN 190-45d2, Loss, Theft, and Recovery of Firearms Files – TOE units and other offices. Disposition in ARIMS reads: "KEN. Keep in CFA until event occurs (1 year after recovery, or after 5 years, whichever is first) and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy. To simplify files maintenance and labeling procedures, establish this file for the longest retention period, 5 years, then destroy. Change disposition code to K5.

B-36. RN 351a, Individual Academic Records. ARIMS disposition reads, "Keep in CFA until NLN for conducting business, then retire to RHA/AEA. The RHA/AEA will retire the record to NPRC (MIL) ...when record is 10 years old. NPRC will destroy the record when 40 years old." To ensure preservation of these records, local procedure is to maintain these records for 2 years in CFA, then transfer to RHA. See Appendix D for proper labeling.

B-37. RN 380-67a, Security Clearance Information. (Requiring action) Added disposition code of TE since no code was listed for records requiring action. Disposition for those records requiring action is "Transfer to gaining governmental agency IAW AR 380-67 upon transfer of individual."

B-38. RN 600, General Personnel Correspondence Files. Use this RN to file "sponsorship" memorandums originated by your office, Soldier/Noncommissioned Officer of the Quarter/Year, Drill Sergeant of the Year, and Sergeant Audie Murphy Induction correspondence.

B-39. RN 600-8c2, Personnel Strength Zero Balance Reports – Offices other than Personnel Automation Section. (Bn/Sqdn S1 or equivalent) – ARIMS code/disposition reads: “KEN. Keep in CFA until NLN for conducting business, but not longer than 6 years after the event (after 1 year for battalion S1 or equivalent), then destroy.” To simplify local files maintenance and labeling procedures, maintain for 1 year then destroy; change disposition code to K1.

B-40. RN 600-8-3c, Postal Activity Inspection and Audits. ARIMS code/disposition reads: “KEN. Keep in CFA until event occurs (after 1 year or when superseded or obsolete, whichever is applicable) and then until NLN for conducting business, but not longer than 6 years after the event, then destroy.” To simplify files maintenance and labeling procedures, establish this file for 1 year, then destroy; change disposition code to K1.

B-41. RN 600-8-3e, Postal Directories. Due to specific instructions in DOD 4525.6-M, DOD Postal Manual, 15 August 2002, this file must be maintained alphabetically by last name in one file, regardless of status. The Directory Card (DA Form 3955) is coded for destruction 1 year after departure for permanent party personnel (e.g., Soldier departing in October 2007, card is coded for destruction in November 2008) and 6 months after departure for trainees, students, and other personnel assigned 6 months or less (e.g., individual departing in September 2007, card is coded for destruction in April 2008). Because the Directory Cards are maintained in one file, an INACTIVE file is not established; this file cannot be maintained per the ARIMS disposition schedule since the file must be screened the first week of each month and all expired cards removed and destroyed at that time. See Appendix D for proper labeling. (Exception to the disposition instructions granted to Fort Knox per memo, USTAPC RMD, TAPC-PDR, 8 May 1997, subject: Postal Directories, File Number 600-8-3e.)

B-42. RN 600-8-10a, Leave of Absence Files. ARIMS code/disposition reads: “KEN. Keep in CFA until event occurs (after 3 years or GAO audit) and then until NLN for conducting business, but not longer than 6 years after the event, then destroy.” To simply files maintenance and labeling procedures, maintain this file for 3 years, then destroy; change disposition code to K3. Maintain by fiscal year.

B-43. RN 600-8-10b, Leave Control Logs. ARIMS code/disposition reads: “KEN. Keep in CFA until event occurs (after 6 years or GAO audit, whichever is sooner) and then until NLN for conducting business, but not longer than 6 years after the event, then destroy.” To simply files maintenance and labeling procedures, maintain this file for 6 years, then destroy; change disposition code to K6. Maintain by fiscal year.

B-44. RN 600-8-22b2 and -22b3, Military Award Cases. Brigade commanders are the approving authority for the Army Commendation Medal (ARCOM) and battalion commanders for the Army Achievement Medal (AAM). The retention period for Military Award Cases at the approval level is 25 years (use RN 600-8-22b2). Therefore, military award case files must be transferred to the installation RHA for further retirement to the Washington National Records Center and held for the remainder of the 25-year retention period. Disposition has been changed to reflect current installation policy. For officials recommending the award, but not having approval authority, retain a copy of the award for 2 years (use RN 600-8-22b3). Sample file

labels for records maintained at the approval/disapproval level and retained copies of awards kept by the recommending official are listed in Appendix D. Arrange these files alphabetically by last name.

B-45. RN 600-8-104a, Informational Personnel Files.

a. Establish this file "by name." Do not maintain below Personnel Administration Center level. For supervisors of military personnel, use RN 1ii, Office Military Personnel Files.

b. The disposition has changed to "Destroy when no longer needed for conducting business after transfer or separation of individual." Treat the new disposition as an "event" file, and continue to maintain the INACTIVE records for 1 year after the end of the year that the individual transfers or separates. See sample file labels/guides on page D-15 of Appendix D. INACTIVE files may be maintained in a separate drawer but must be cross-referenced from the main file drawer.

B-46. RN 600-8-105c, Permanent Order Record Sets. This file contains a copy of each permanent order issued. Do not charge out or post these orders (record sets). Arrange these files in numerical sequence (Julian date-order number issued on that date), e.g., Order No. 002-001 through 100-010. If an orders log is used, it will also be maintained under this RN. Cutoff this file annually and transfer to the installation RHA with the next regular shipment, e.g., orders accumulated during 2007 will be cutoff on 31 December 2007, and transferred to the installation RHA in January 2008. Account for missing, lost, or erroneously destroyed orders by annotating on the SF 135 (Records Transmittal and Receipt). Disposition has been changed to reflect current installation policy. See Appendix D for proper labeling.

B-47. RN 600-9a, Weight Controls. Corrected and changed ARIMS disposition code from KEN to TE.

B-48. RN 600-25c3, Ceremonies – Offices other than office having Army-wide responsibility. ARIMS code/disposition reads: "KEN. Keep in CFA until event occurs (after 2 years or when no longer needed for current operations, whichever is later) and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy." Locally, units may use either one of the following codes/dispositions: "K2. Destroy after 2 years" or "KN. Destroy when NLN for conducting business."

B-49. RN 635-200c2, General Counseling Statements – Rehabilitative transfers. Corrected and changed disposition code from KEN to T.

B-50. RN 635-200c3, General Counseling Statements – For rehabilitative separation/discharge. Corrected and changed disposition code from TE2 to TE.

B-51. RN 700-19b, Ammunition Status Reporting Files. Permission is granted to use this RN although it does not include retention at local level in ARIMS. See Appendix D for proper labeling.

B-52. RN 710-2a, Property Book and Supporting Documents (DA 3643 and DA 3644). Added disposition code K1 for DA 3643 (Daily Issues of Petroleum Products) and K2 for DA 3644 (Monthly Abstract of Issues of Petroleum Products).

B-53. RN 710-2g6, Soldier Issue Files – Organizational clothing and individual equipment (OCIE): Unit, (DA 3645). Corrected and changed disposition code from KEN to TE.

B-54. RN 710-2h3, Property Loss, Theft, and Recovery Cases – Weapons reports. ARIMS code/disposition reads: “KEN. Keep in CFA until event occurs (1 year after recovery of item or after 5 years, whichever is first) and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.” To simplify files maintenance and labeling procedures, establish this file for the longest retention period—5 years, then destroy; change disposition code to K5.

B-55. RN 715j1, Small Purchases and Modifications – Other than environmental issues.

a. Maintain records created as a result of use of US Government credit cards under this RN. The file establishes an audit trail for each transaction made. The cardholder must maintain all copies of the charge slips and vendor invoice or cash register receipt (or delivery ticket) with their statement of account. The retention period for this file is 3 years after final payment or 3 years after acceptance of goods or services if notice of payment is not furnished by the servicing Finance and Accounting Office. When disposition date occurs, destroy by shredding to preclude fraudulent use of charge card.

b. For records maintained by the certifying officer for government credit cards, use RN 37z (see paragraph B-32).

B-56. RN 725-50b1, Requisition Suspense and Status Files.

a. This file is for use in unit supply rooms to file copies of requisitions for supplies and equipment. All other areas, use RN 1p2, Office Service and Supply Files - Other information.

b. ARIMS code/disposition reads: “KEN. Keep in CFA until event occurs (2 years after completion or cancellation of requisition, whichever applies) and then until NLN for conducting business, but not longer than 6 years after the event, then destroy.” Maintain this file as a time-event disposition. Once the event occurs, keep for 2 years, then destroy; change disposition code to KE2.

B-57. Labeling File Drawers. Figure B-4 shows proper labeling of file drawers.

KEN 1a (07)
thru
KEN 58-1b

Sample label for drawer that contains two or more record numbers. No disposition is shown because it varies among the several record numbers in the drawer.

T5 600-8-4a Line of Duty Files (07)
PA Sys A0600-8-1bAHRC
COFF 31 Dec 07, DEST Jan 13

Sample label for drawer containing only one file number. NOTE: Drawer label is identical to first folder label. Per paragraph 2g(1), disregard the disposition code of "T" (transfer) since this is a 5-year file; destroy in CFA.

T5 600-8-4a Line of Duty (07)
Files
(A thru L)
PA Sys A0600-8-1bAHRC
COFF 31 Dec 07, DEST Jan 13

Sample label entries for drawers that contain only part of one record number. Note that the division (A-L and M-Z) is indicated on each label. Disposition instructions and Privacy Act system notice number is required only on the lead drawer label. Disregard the disposition code of T (transfer) since this is a 5-year file; destroy in CFA.

T5 600-8-4a Line of Duty (07)
Files
(M thru Z)

Figure B-4. Labeling of File Drawers

Appendix C
Model Files Plans

C-1. Tables C1-C11 contain model files plans designed for use by units in 16th Cavalry Regiment, 1st Armor Training Brigade, 46th AG Battalion (Reception), NCO Academy, and Law Enforcement Command. Use these plans as a guide for establishing files under ARIMS. Units are neither limited to only those RNs shown, nor do they have to establish each file if their mission does not require it. "General Correspondence" RNs are not listed in the plans; however, this does not preclude their use.

C-2. Records which require transfer to the installation RHA are indicated by an "X" in the appropriate column.

C-3. Records subject to the Privacy Act (PA) are indicated by the appropriate PA Systems Notice Number. These numbers are found under the records number detail within Record Retention Schedule-Army (RRS-A) of ARIMS, when applicable.

C-4. Address questions and/or recommended additions/deletions to these plans to the Installation Records Manager, phone 4-7325.

Table C-1. Sample Files Plan for S-1/PAC

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office Records List		
1b	Office General Management		
1c	Office Inspections and Surveys		
1d	Duty Reports		
1e	Housekeeping Instructions		
1f	Office Organization Files		
1g	Office Record Transmittals		
1n1	Office Mail Controls - Accountable mail receipts		
1n2	Office Mail Controls - Documents other than accountable mail receipts		
1o	Office Financial Files		
1p1	Office Service and Supply Files - DA Form 12-series		
1p2	Office Service and Supply Files - Other information		
1q	Office Property Records		
1t	Office Space Assignments		
1v1	Access Controls - Appointment documents, access rosters, and local control procedures		
1v2	Access Controls - Key and lock control registers		
1v3	Access Controls - Forms used to record entry into vaults or containers		
1v4	Access controls - Other information		
1w	Office General Personnel Files		A0001SAIS
1x3	Civilian Personnel Time and Attendance Files - OPM 71 or equivalent		T7335DFAS
1z	Office Personnel Locator		A0001DAPE
1aa4	Office Supervisory or Manager Employee Records - Current employees		OPM/GOVT-1 & OPM/GOVT-2
1bb	Office Job Descriptions		
1ee	Duty Rosters		
1ff	Office Standards of Conduct Files		A0001bAHRC; OPM/GOVT-1

Table C-1. Sample Files Plan for S-1/PAC (Cont.)

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1hh	Office Temporary Duty Travel		T7333DFAS
1ii	Office Military Personnel Files		A0001bAHRC
1jj	Reference Publications		
1kk	Technical Material References		
1mm	Reading Files		
1nn	Office Message References		
1oo	Policies and Precedents		
1-20e	Congressional Correspondence		A0001-20SALL
1-201a	Inspection, Survey, and Staff Visit Coordination Files - Office performing survey		
1-201c	Command Inspection Program - Office performing inspection		
11-2a3	Management Control Program - Other than office with Army-wide responsibility: Management control evaluations (MCEs)		
11-2a4	Management Control Program - Other than office with Army-wide responsibility: Documents other than management control evaluations (MCEs)		
25-1e1	Capability Request for IMA Resources - Approved requirements		
25-1e2	Capability Request for IMA Resources - Disapproved requirements		
25-30c	Numerical Files (External)		
25-30kk	Internal Distribution Schemes		
25-30zz	Office Copier Files		
25-55a1	FOIA Requests, Access, and Denials - Replies granting access, replies to requests for nonexistent record, or replies to those failing to pay fees		A0025-55SAIS
25-55a2	FOIA Requests, Access, and Denials - Replies denying access to all or part of the request		A0025-55SAIS
25-55b	FOIA Administrative Files		
37a	Individual Travel Charge Card Program Administration		GSA/GOVT-3

Table C-1. Sample Files Plan for S-1/PAC (Cont.)

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
37z	Government Credit Card Certifying/Billing Officer's Accounts Files		
37aa	Certifying/Accountable Officials Appointments		T1300
215-1d	NAF Accounts		T7290 (DFAS)
215-1bb2	Recreation and Entertainment Cases - TOE units and offices other than office having Army-wide responsibility		A0215-2bCFSC
220-1b	Personnel Readiness Files		A0001bAHRC
385-10c	Safety Awareness Files		
600-8b	Personnel Information System Reports		A0600-8-23AHRC
600-8c2	Personnel Strength Zero Balance Reports - Offices other than Personnel Automation Section		A0600-8-23AHRC
600-8e1	Transmittal Letters - JUMPS active Army		
600-8-2b	Flagging System Management		A0600-8-23AHRC
600-8-6a	Military Personnel Registers		
600-8-6b3	Army Strength Reports - TOE units and other offices		A0680-31bAHRC; A0600-8aDAPE
600-8-10a	Leave of Absence Files		A0001bAHRC
600-8-10b	Leave Control Logs		A0001bAHRC
600-8-19a	Promotion Eligibility Rosters		A0600-8-104bAHRC
600-8-19b2	Enlisted Selection Board Reporting Files - Other office and TOE units		A0600-8-104bAHRC
600-8-22b2	Military Award Cases - Approval and disapproval authority: Approved peacetime awards and all disapproved awards	X	A0600-8-22AHRC
600-8-22b3	Military Award Cases - Offices other than approval and disapproval authority		A0600-8-22AHRC
600-8-22c	Award Ceremonies		
600-8-22e2	Unit Award Cases - Offices other than offices exercising awarding authority		
600-8-101a	Departure Clearances		A0600-8-101AHRC

Table C-1. Sample Files Plan for S-1/PAC (Cont.)

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
600-8-104a	Informational Personnel Files		A0600-8-104AHRC; A0001bAHRC
600-8-104e	Qualification Record Extracts		A0600-8-104AHRC
600-8-105a3	Personnel-type Orders - Offices other than approving or issuing authority		
600-8-105c	Permanent Order Record Sets	X	
600-20a2	EO Reports - TOE units and other offices		
600-20c2	EO Complaint Cases - TOE units and other offices		A0690-600SAMR
600-20e	Pregnancy and Family Care Counseling		A0001bAHRC
600-38a1	Meal Card Management Files - Active Army: Meal card control registers and control logs		
600-38a2	Meal Card Management Files - Active Army: Other than meal card control registers and control logs and all records for Reserve units		
600-85a2	Alcohol and Drug Abuse Management Files - Other offices and TOE units		
600-85b3	Alcohol and Drug Abuse Statistics - Other offices and TOE units		
630-10a2	AWOL Statistical Reports – TOE units and other offices		
635-200c1	General Counseling Statements - Except for rehabilitative transfers		A0001bAHRC
635-200c2	General Counseling Statements – Rehabilitative transfers		A0001bAHRC
635-200c3	General Counseling Statements – For rehabilitative separation/discharge		A0001bAHRC
870-5a	MTOE Organizational History Files		

Table C-2. Sample Files Plan for S-1/Legal Clerk

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office Records List		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p2	Office Service and Supply Files - Other information		
1q	Office Property Records		
1v3	Access Controls - Forms used to record entry into vaults or containers		
1jj	Reference Publications		
1oo	Policies and Precedents		
15-6b1	Investigative Case Files		A0027-1DAJA
15-6b2	Investigative Case Files - Significant cases (those that result in national media attention, Congressional investigation, and/or substantive changes in Army policy or procedures)	X	A0027-1DAJA
27-10a2	Summary Courts-martial – Office of summary court-martial convening authority and table of organization and equipment (TOE) units		A0027-10bDAJA
27-10c2	Special Courts-martial - Offices other than the SJA of the general court-martial jurisdiction		A0027-10bDAJA
27-10d2	Special Courts-martial (BCD)		A0027-10bDAJA
27-10e2	General Courts-martial		A0027-10bDAJA
27-10f	Nonjudicial Punishments		A0027-1DAJA
27-10h3	Court-martial Statistics - TOE units and other offices		
635-200a2	Discharge Board Proceedings - Information on other individuals		A0635-200AHRC

Table C-3. Sample Files Plan for S-2

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office Records List		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1h	Information Access Files		A0380-67DAMI
1j1	Office Classified Document Register or Controls - General		
1j2	Office Classified Document Register or Controls - NATO	X	
1k	Office Temporary Internal Receipts		
1p2	Office Service and Supply Files - Other information		
1q	Office Property Records		
1r	Office Classified Material Inventories		A0001DAMI
1v3	Access Controls - Forms used to record entry into vaults or containers		
1gg	Office Security Awareness		
1jj	Reference Publications		
1kk	Technical Material References		
1nn	Office Message References		
1oo	Policies and Precedents		
25-2d1	Accreditation of Automated Information Systems - Approvals		
25-2d2	Accreditation of Automated Information Systems - Disapprovals		
25-2e	Personnel Security and Surety (PSSP) Files		A0025-2SAIS
25-2j	Password User Identification and Equipment Identification		A0025-2SAIS
25-30nn2	Training Media Files - Records other than lesson plans		
220-1a3	Readiness Reports - TOE units and other offices		
350-1d2	Training Operations - TOE units and other offices		
350-28a2	Emergency Tests and Exercises - Offices below MACOM level		
380-5a	Security Briefings and Debriefings		A0380-67DAMI
380-5b	Security Inspections and Surveys		

Table C-3. Sample Files Plan for S-2 (Cont.)

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
380-5k2	Security Classification Files – TOE units and other offices		
380-5n1	Office Nonregistered Classified Document Destruction Certificates - Other than NATO records		
380-5n2	Office Nonregistered Classified Document Destruction Certificates - NATO records	X	
380-5dd	Activity Entry and Exit Inspection Program		
380-67a	Security Clearance Information		A0380-67DAMI
381a	Intelligence Reports		
500-3a2	Emergency Plans - Offices below HQDA		

Table C-4. Sample Files Plan for S-3

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office Records List		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p2	Office Service and Supply Files - Other information		
1q	Office Property Records		
1v3	Access Controls - Forms used to control entry into vaults or containers		
1jj	Reference Publications		
1kk	Technical Material References		
1nn	Office Message References		
1oo	Policies and Precedents		
5-12i2	Radio Frequencies - TOE units and other offices: Correspondence relating to concurrence of the Federal Communications Commission		
5-12i3	Radio Frequencies - TOE units and other offices: Other information		
25-30nn1	Training Media Files - Lesson plans		
25-30nn2	Training Media Files - Records other than lesson plans		
220-15a2	Daily Journal, Staff Journal, and Tactical Operations Center (TOC) Logs - Mobilization other offices and TOE units and peacetime		
350-1a2	Training Inspections - TOE units and other offices		
350-1d2	Training Operations - TOE units and other offices		
350-10d2	Army Training Requirements and Resources System (ATRRS) Report Files - Other than office performing Army-wide responsibility		A0351DAPE
350-28a2	Emergency Tests and Exercises – Offices below MACOM level		
351a	Individual Academic Records	X	A0351aTRADOC; A0351-1aTRADOC

Table C-4. Sample Files Plan for S-3 (Cont.)

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
385-10g	Target Practice Safety Files		
500-3a2	Emergency plans - Offices below HQDA		
600-25c3	Ceremonies - Offices other than office having Army-wide responsibility		

Table C-5. Sample Files Plan for S-4

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office Records List		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p2	Office Service and Supply Files - Other information		
1q	Office Property Records		
1t	Office Space Assignments		
1v1	Access Controls - Appointment documents, access rosters, and local control procedures		
1v2	Access Controls - Key and lock control registers		
1v3	Access Controls – Forms used to record entry into vaults or containers		
1v4	Access Controls - Other information		
1jj	Reference Publications		
1nn	Office Message References		
1oo	Policies and Precedents		
37z	Government Credit Card Certifying/Billing Officer's Accounts Files		
37aa	Certifying/Accountable Officials Appointments		T1300
71-32b	TDA, CTA, and TAADS Files		
71-32g	Equipment Tables		
420-90a2	Fire Prevention Files - TOE units and offices other than office having Army-wide responsibility		
600-8-1k	Personal Effects Cases		A0600-8-1cAHRC
700-19b	Ammunition Status Reporting Files		
710-2a	Property Book and Supporting Documents		
710-2b	Document Registers - Office conducting inspection		
710-2c	Hand Receipts		A0710-2bDALO
710-2d	Property Record Inspection and Inventory Reports		
710-2h1	Property Loss, Theft, and Recovery Cases - No discrepancies		

Table C-5. Sample Files Plan for S-4 (Cont.)

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
710-2h2	Property Loss, Theft, and Recovery Cases - Discrepancies noted		
710-2h3	Property Loss, Theft, and Recovery Cases - Weapons reports		
710-2m	Receipting Authorities		
715h	Contracting Officer Designations		
715j1	Small Purchases and Modifications - Other than environmental issues		
725-50b1	Requisition Suspense and Status Files		
735-5r1	Financial Liability Investigation of Property Loss Files - Files involving pecuniary liability		A0027-1DAJA
735-5r2	Financial Liability Investigation of Property Loss Files - Other than pecuniary liability files		A0027-1DAJA
735-5s	Financial Liability Investigation of Property Loss Control Register Files		
735-5t1	Relief from Responsibility (Liability Admitted) Files - DD Form 1131		A0027-1DAJA
735-5t2	Relief from Responsibility (Liability Admitted) Files - DD Form 362		A0027-1DAJA

Table C-6. Sample Files Plan for Battalion Aid Station

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office Records List		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p2	Office Service and Supply Files - Other information		
1q	Office Property Records		
1v1	Access Controls - Appointment documents, access rosters, and local control procedures		
1v2	Access Controls - Key and lock control registers		
1v3	Access Controls - Forms used to record entry into vaults or containers		
1v4	Access Controls - Other information		
1jj	Reference Publications		
1oo	Policies and Precedents		
40-66a	Health Records	X	A0040-66bDASG
500-3a2	Emergency Plans - Offices below HQDA		
600-85a2	Alcohol and Drug Abuse Management Files - Other offices and TOE units		
600-85b3	Alcohol and Drug Abuse Statistics - Other offices and TOE units		
710-2b	Document Registers - Office conducting inspection		
710-2c	Hand Receipts		A0710-2bDALO
710-2m	Receipting Authorities		

Table C-7. Sample Files Plan for Dining Facility

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office Records List		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p2	Office Service and Supply Files - Other information		
1q	Office Property Records		
1v1	Access Controls - Appointment documents, access rosters, and local control procedures		
1v2	Access Controls - Key and lock control registers		
1v3	Access Controls - Forms used to record entry into vaults or containers		
1v4	Access Controls - Other information		
1w	Office General Personnel Files		A0001SAIS
1ii	Office Military Personnel Files		A0001bAHRC
1jj	Reference Publications		
1oo	Policies and Precedents		
25-30nn2	Training Media Files - Records other than lesson plans		
30-22a	Cash Receipts		
30-22b	Menus Files		
30-22c	Dining Facility Reviews		
30-22d	Dining Facility Operations		
30-22h	Ration Request, Issue, Delivery, and Account Status Files		
30-22m	Unsatisfactory Subsistence Files		
710-2m	Receipting Authorities		
750-8b	Maintenance Request Registers		
750-8d	Preventive Maintenance Schedules		

NOTE: Maintain all dining facility files on a fiscal year (FY) basis versus calendar year.

Table C-8. Sample Files Plan for Battalion Mailroom

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office Records List		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p2	Office Service and Supply Files - Other information		
1q	Office Property Records		
1v1	Access Controls - Appointment documents, access rosters, and local control procedures		
1v2	Access Controls - Key and lock control registers		
1jj	Reference Publications		
1oo	Policies and Precedents		
600-8-3a	Postal Personnel Designations		A0065AHRC
600-8-3c	Postal Activity Inspections and Audits		
600-8-3d	Postal Directory Sources		A0065AHRC & A0001DAPE
600-8-3e	Postal Directories		A0065AHRC & A0001DAPE
600-8-3f	Standing Delivery Orders		A0065AHRC
600-8-3g	Post Office Accountable Mail Receipts		
600-8-3h	Mail Call and Hours of Collection Files		
600-8-3j	Postal Lockbox Assignments		A0065AHRC
600-8-3p	Delivery Service Controls		
600-8-3q	Postal Activity Reports		

Table C-9. Sample Files Plan for Battalion Maintenance

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office Records List		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p2	Office Service and Supply Files - Other information		
1q	Office Property Records		
1v1	Access Controls - Appointment documents, access rosters, and local control procedures		
1v2	Access Controls - Key and lock control registers		
1jj	Reference Publications		
1oo	Policies and Precedents		
58-1a	Dispatcher Organizational Control Records		
58-1b	Equipment Daily Utilization Files		
385-10c	Safety Awareness Files		
750-1a3	Maintenance Summary and Management Files - Active Army and Reserve components: Materiel Condition Status Reports (DA Forms 2406)		
750-1m	Maintenance Technical Assistance Files		
750-8a	Maintenance Requests		
750-8b	Maintenance Request Registers		
750-8c	Maintenance Tags		
750-8d	Preventive Maintenance Schedules		
750-8e	Equipment Inspection and Maintenance Worksheets		
750-8f	Historical Records or Logbooks		
750-8j2	Calibration Data Cards - Other than master file entries		

Table C-10. Sample Files Plan for Orderly Room/Training NCO at Company or Troop Level

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office Records List		
1b	Office General Management		
1c	Office Inspections and Surveys		
1d	Duty Reports		
1e	Housekeeping Instructions		
1f	Office Organization Files		
1h	Information Access Files		A0380-67DAMI
1o	Office Financial Files		
1p2	Office Service and Supply Files - Other information		
1q	Office Property Records		
1v4	Access Controls - Other information		
1y	Office Personnel Registers		A0001aAHRC
1z	Office Personnel Locator		A0001DAPE
1ee	Duty Rosters		
1ii	Office Military Personnel Files		A0001bAHRC
1jj	Reference Publications		
1kk	Technical Material References		
1oo	Policies and Precedents		
20-1d	Physical Inspections		
25-30nn1	Training Media Files - Lesson plans		
25-30nn2	Training Media Files - Records other than lesson plans		
40-66b*	Dental Health Records		A0040-66bDASG
215-1aa	Recreation and Entertainment Details		A0215CFSC
350-1a2	Training Inspections - TOE units and other offices		
350-1j2	Individual Training Files - CTT		OPM/GOVT1, A0600-8-104AHRC
350-1j3	Individual Training Files - Other records than CTT		OPM/GOVT1, A0600-8-104AHRC
351a	Individual Academic Records	X	A0351aTRADOC; A0351-1aTRADOC
500-3a2	Emergency Plans - Offices below HQDA		
600-8c2	Personnel Strength Zero Balance Reports - Offices other than Personnel Automation Section		A0600-8-23AHRC
600-8-104e	Qualification Record Extracts		A0600-8-104AHRC
600-9a	Weight Controls		A0600-8-104AHRC

Table C-10. Sample Files Plan for Orderly Room/Training NCO at Company or Troop Level (Cont.)

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
600-20a2	EO Reports - TOE units and other offices		
600-85a2	Alcohol and Drug Abuse Management Files - Other offices and TOE units		
600-85b3	Alcohol and Drug Abuse Statistics - Other offices and TOE units		
635-200c1	General Counseling Statements - Except for rehabilitative transfers		A0001bAHRC
635-200c2	General Counseling Statements - Rehabilitative transfers		A0001bAHRC
635-200c3	General Counseling Statements - For rehabilitative separation/discharge		A0001bAHRC

*Companies with trainees.

Table C-11. Sample Files Plan for Supply/Arms Rooms at Company or Troop Level

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office Records List		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p2	Office Service and Supply Files - Other information		
1q	Office Property Records		
1v1	Access Controls - Appointment documents, access rosters, and local control procedures		
1v2	Access Controls - Key and lock control registers		
1v3	Access Controls - Forms used to record entry into vaults or containers		
1v4	Access Controls - Other information		
1jj	Reference Publications		
1oo	Policies and Precedents		
71-32b	TDA, CTA, and TAADS Files		
71-32g	Equipment Tables		
190-14b	Registrations and Permits		A0190-14DAMO
190-45d2	Loss, Theft, and Recovery of Firearms Files - TOE units and other offices		
210-130a	Unit and Organizational Laundry Files		A0210-130DALO
600-8-1k	Personal Effects Cases		A0600-8-1cAHRC
700-19b	Ammunition Status Reporting Files		
700-84a	Personal Property Accounts (Clothing bag items)		A0710-2cDALO
710-2c	Hand Receipts		A0710-2bDALO
710-2d	Property Record Inspection and Inventory Reports		
710-2g1	Soldier Issue Files - Hand receipts		A0710-2dDALO
710-2g3	Soldier Issue Files - Personal clothing: Unit: Active Army (DA 3078)		A0710-2dDALO
710-2g6	Soldier Issue Files – Organizational clothing and individual equipment (OCIE): Unit (DA 3645)		A0710-2dDALO
710-2h1	Property Loss, Theft, and Recovery Cases - No discrepancies		

Table C-11. Sample Files Plan for Supply/Arms Rooms at Company or Troop Level (Cont.)

RECORD NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
710-2h2	Property Loss, Theft, and Recovery Cases - Discrepancies noted		
710-2h3	Property Loss, Theft, and Recovery Cases – Weapons reports		
710-2m	Receipting Authorities		
715h	Contracting Officer Designations		
715j1	Small Purchases and Modifications - Other than environmental issues		
735-5t1	Relief From Responsibility (Liability Admitted) Files - DD Form 1131		A0027-1DAJA
735-5t2	Relief From Responsibility (Liability Admitted) Files - DD Form 362		A0027-1DAJA
750-8a	Maintenance Requests		
750-8c	Maintenance Tags		
750-8e	Equipment Inspection and Maintenance Worksheets		
750-8f	Historical Records or Logbooks		
750-8j2	Calibration Data Cards - Other than master file entries		

Appendix D
Proper Labeling for 2007 Files

HOUSEKEEPING FILES

KEN 1a Office Records List
DEST when NLN for conducting business after
supersession or obsolescence

KE2 1h Information Access Files (07)
PA Sys A0380-67DAMI
INACTIVE. COFF 31 Dec 07, DEST Jan 10

KN 1b Office General Management
DEST when NLN for conducting business

T2 1j1 Office Classified Document Register (07)
or Controls - General
COFF 31 Dec 07, DEST Jan 10

KEN 1c Office Inspections and Surveys
DEST when NLN for conducting business after next
comparable survey or inspection

T10 1j2 Office Classified Document Register (07)
or Controls - NATO
COFF 31 Dec 07, Trf RHA Jan 10, Ret to WNRC
Jan 11, DEST Jan 18

K.5 1d Duty Reports (07)
(Jan - Jun)
COFF 30 Jun 07, DEST Jan 08

K.5 1d Duty Reports (07)
(Jul - Dec)
COFF 31 Dec 07, DEST Jul 08

KEN 1k Office Temporary Internal Receipts
DEST when NLN for conducting business after
return of classified document

KEN 1e Housekeeping Instructions
DEST when NLN for conducting business after
supersession or obsolescence

K2 1n1 Office Mail Controls - Accountable (07)
mail receipts
COFF 31 Dec 07, DEST Jan 10

KN 1f Office Organization Files
DEST when NLN for conducting business

K.25 1n2 Office Mail Controls – Documents (07)
other than accountable mail receipts
(Jan - Mar)
COFF 31 Mar 07, DEST Jul 07

KN 1g Office Record Transmittals
DEST when NLN for administrative or reference
purposes

K.25 1n2 Office Mail Controls – Documents (07)
other than accountable mail receipts
(Apr - Jun)
COFF 30 Jun 07, DEST Oct 07

KE2 1h Information Access Files
PA Sys A0380-67DAMI
ACTIVE. PIF after authorization expires

K.25 1n2 Office Mail Controls – Documents (07)
other than accountable mail receipts
(Jul - Sep)
COFF 30 Sep 07, DEST Jan 08

Fort Knox Circular 25-06-1 (25 Oct 06)

K.25 1n2 Office Mail Controls – Documents (07)
other than accountable mail receipts
(Oct - Dec)
COFF 31 Dec 07, DEST Apr 08

K1 1o Office Financial Files (07)
COFF 31 Dec 07, DEST Jan 09

KEN 1p1 Office Service and Supply Files - DA
Form 12-series
DEST when NLN for conducting business after
supersession or obsolescence

KEN 1p2 Office Service and Supply Files – Other
information
DEST when NLN for conducting business after
completion of action

KEN 1q Office Property Records
DEST when NLN for conducting business after
supersession, obsolescence, or when the property is
turned in

KEN 1r Office Classified Material Inventories
PA Sys A0001DAMI
DEST when NLN for conducting business after next
inventory

KEN 1t Office Space Assignments
DEST when NLN for conducting business after
supersession or obsolescence

KEN 1v1 Access Controls - Appointment
documents, access rosters, and local
control procedures
DEST when NLN for conducting business after
supersession

KE.25 1v2 Access Controls - Key and Lock
Control Registers
ACTIVE. PIF when page is filled

KE.25 1v2 Access Controls - Key and Lock (07)
Control Registers
(Jan - Mar)
INACTIVE. COFF 31 Mar 07, DEST Jul 07

KE.25 1v2 Access Controls - Key and Lock (07)
Control Registers
(Apr - Jun)
INACTIVE. COFF 30 Jun 07, DEST Oct 07

KE.25 1v2 Access Controls - Key and Lock (07)
Control Registers
(Jul - Sep)
INACTIVE. COFF 30 Sep 07, DEST Jan 08

KE.25 1v2 Access Controls - Key and Lock (07)
Control Registers
(Oct - Dec)
INACTIVE. COFF 31 Dec 07, DEST Apr 08

KEN 1v3 Access Controls - Forms used to record
entry into vaults or containers
DEST when NLN for conducting business after
completion of first entry on new form (except forms
involved in an investigation will be kept until the
investigation is complete)

K1 1v4 Access Controls - Other information (07)
COFF 31 Dec 07, DEST Jan 09

KN 1w Office General Personnel Files
PA Sys A0001SAIS
DEST when NLN for conducting business

K3 1x3 Civilian Personnel Time and Attendance Files - OPM 71 or equivalent
PA Sys T7335DFAS
COFF 31 Dec 07, DEST Jan 11

KN 1y Office Personnel Registers
PA Sys A0001aAHRC
DEST when NLN for conducting business

KEN 1z Office Personnel Locator
PA Sys A0001DAPE
DEST when NLN for conducting business after supersession, obsolescence, or when person is separated or transferred

KEN 1aa4 Office Supervisory or Manager Employee Records - Current employees
PA Sys OPM/GOVT-1 & OPM/GOVT-2
DEST individual documents when superseded or no longer applicable after review at end of each year

KEN 1bb Office Job Descriptions
DEST when NLN for conducting business after position is abolished, job description is superseded, or when NLN for reference

KN 1ee Duty Rosters
DEST when NLN for conducting business

KEN 1ff Office Standards of Conduct Files
PA Sys A0001bAHRC & OPM/GOVT-1
DEST when NLN for conducting business after next application of procedure

KEN 1gg Office Security Awareness
DEST when NLN for conducting business after next periodic application

T6.25 1hh Office Temporary Duty Travel (FY07)
PA Sys T7333DFAS
COFF 30 Sep 07, DEST Jan 14

KEN 1ii JOHNSON, Roxanne L.

KEN 1ii HARRIS, Samuel K.

INACTIVE - 2006

KEN 1ii JONES, John R.

KEN 1ii DOE, Samantha K.

INACTIVE - 2007

KEN 1ii SMITH, Joe A.

KEN 1ii ADAMS, Alexis J.

KEN 1ii Office Military Personnel Files
PA Sys A0001bAHRC
DEST when NLN for conducting business after individual is transferred or separated

KEN 1jj Reference Publications
DEST when NLN for conducting business, after supersession, or obsolescence

KEN 1kk Technical Material References
DEST when NLN for conducting business after supersession or obsolescence

KN 1mm Reading Files
DEST when NLN for conducting business

KN 1nn Office Message References
DEST when NLN for conducting business

KEN 1oo Policies and Precedents
DEST when NLN for conducting business after supersession or obsolescence of each document, or when organizational element to which it relates is discontinued for entire file

MISSION FILES

K2 1 General Admin Correspondence Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 1 Gen Admin Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

K2 1-20e Congressional Correspondence (07)
PA Sys A0001-20SALL
COFF 31 Dec 07, DEST Jan 10

KN 1-201a Inspection, Survey, & Staff Visit
Coordination Files – Office
performing survey
DEST when NLN for conducting business

NOTE: *Office being surveyed, use RN 1c.*

KEN 1-201c Command Inspection Program –
Office performing inspection
DEST when NLN for conducting business after
next comparable survey or inspection

K2 5 General Management Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 5 General Management Correspondence
Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

***Correspondence relating to concurrence of the
Federal Communications Commission (FCC):***

K1 5-12i2 Radio Frequencies - TOE units (07)
and other offices: FCC Concurrence
COFF 31 Dec 07, DEST Jan 09

Other information:

KEN 5-12i3 Radio Frequencies - TOE units and
other offices: Other information
DEST when NLN for conducting business after
supersession, cancellation, or discontinuance of
assignment or use

K2 11 General Army Programs Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 11 General Army Programs Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

Management Control Evaluations (MCEs):

KEN 11-2a3 Management Control Program -
Other than office with Army-wide
responsibility: MCEs
DEST when NLN for conducting business after
receipt of next MCE

Documents other than MCEs:

K3 11-2a4 Management Control (FY07)
Program - Other than office with
Army-wide responsibility: Documents
other than MCEs
COFF 30 Sep 07, DEST Oct 10

K2 15 General Boards, Commissions, and (07)
Committees Correspondence Files
COFF 31 Dec 07, DEST Jan 10

KN 15 General Boards, Commissions, and
Committees Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

TE5 15-6b1 Investigative Case Files
PA Sys A0027-1DAJA
ACTIVE. PIF after completed investigation is
accepted by appointing authority

TE5 15-6b1 Investigative Case Files (07)
PA Sys A0027-1DAJA
INACTIVE. COFF 31 Dec 07, DEST Jan 13

TP 15-6b2 Investigative Case Files - (07)
Significant cases (those that result in
national media attention,
Congressional investigation, and/or
substantive changes in Army policy or
procedures
COFF 31 Dec 07, submit to NARA for case-by-
case disposition schedule, PERM

K2 20 General Assistance, Inspections, (07)
Investigations, & Follow-up Corres Files
COFF 31 Dec 07, DEST Jan 10

KN 20 General Assistance, Inspections,
Investigations, & Follow-up Corres
Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

K1 20-1d Physical Inspections (07)
COFF 31 Dec 07, DEST Jan 09

K2 25 General Info Mgt Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 25 General Info Mgt Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

Approved requirements:

KEN 25-1e1 Capability Request for Information
Mission Area (IMA) Resources -
Approved requirements
DEST when NLN for conducting business after
disposal of resource or service terminated

Disapproved requirements:

KN 25-1e2 Capability Request for Information
Mission Area (IMA) Resources -
Disapproved requirements
DEST when NLN for conducting business

Approvals:

KEN 25-2d1 Accreditation of Automated
Information Systems – Approvals
DEST when NLN for conducting business after
related system or network is terminated or
discontinued

Disapprovals:

KN 25-2d2 Accreditation of Automated
Information Systems - Disapprovals
DEST when NLN for conducting business

KEN 25-2e Personnel Security and Surety (PSSP)
Files
PA Sys A0025-2SAIS
DEST when NLN for conducting business on trf or
separation of person or supersession

KEN 25-2j Password User Identification and Equipment Identification
PA Sys A0025-2SAIS
DEST when NLN for conducting business after supersession

KE1 25-30c Numerical Files (External)
ACTIVE. PIF on discontinuance of form

KE1 25-30c Numerical Files (External) (07)
INACTIVE. COFF 31 Dec 07, DEST Jan 09

KEN 25-30kk Internal Distribution Schemes
DEST when NLN for conducting business when superseded by new scheme or publications account is closed

Lesson plans:

KEN 25-30nn1 Training Media Files - Lesson plans
DEST when NLN for conducting business after supersession or obsolescence

All documents except lesson plans:

K1 25-30nn2 Training Media Files - (07)
Records other than lesson plans
COFF 31 Dec 07, DEST Jan 09

KN 25-30zz Office Copier Files
DEST when NLN for conducting business

KE2 25-55a1 FOIA Requests, Access, & Denials - Replies granting access, replies to requests for nonexistent record, or replies to those failing to pay fees
PA Sys A0025-55SAIS
ACTIVE. PIF after date of reply

KE2 25-55a1 FOIA Requests, Access, & Denials - Replies granting access, replies to requests for nonexistent record, or replies to those failing to pay fees
PA Sys A0025-55SAIS
INACTIVE. COFF 30 Sep 07, DEST Oct 09

KE6 25-55a2 FOIA Requests, Access, & Denials - Replies denying access to all or part of the request
PA Sys A0025-55SAIS
ACTIVE. PIF after date of reply

KE6 25-55a2 FOIA Requests, Access & Denials - Replies denying access to all or part of the request
PA Sys A0025-55SAIS
INACTIVE. COFF 30 Sep 07, DEST Oct 13

K2 25-55b FOIA Administrative Files (FY07)
COFF 30 Sep 07, DEST Oct 09

K2 27 General Legal Services Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 27 General Legal Services Corres Files (NONACTION DOCUMENTS)
DEST when NLN for conducting business

KEN 27-10a2 Summary Courts-martial - Office of summary courts-martial convening authority and Table of Organization and Equipment (TOE) units
PA Sys A0027-10bDAJA
DEST when NLN for conducting business after notice of final action by supervisory authority

Fort Knox Circular 25-06-1 (25 Oct 06)

U 27-10c2 Special Courts-martial – Offices other than the SJA of the general courts-martial jurisdiction
PA Sys A0027-10bDAJA
Retain in CFA until disposition instructions are published

U 27-10d2 Special Courts-martial (BCD)
PA Sys A0027-10bDAJA
Retain in CFA until disposition instructions are published

U 27-10e2 General Courts-martial
PA Sys A0027-10bDAJA
Retain in CFA until disposition instructions are published

T 27-10f Nonjudicial Punishments
PA Sys A0027-1DAJA
Dispose of according to AR 27-10

K1 27-10h3 Court-martial Statistics – TOE (07)
units and other offices
COFF 31 Dec 07, DEST Jan 09

K2 30 General Food Program Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 30 General Food Program Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

T2 30-22a Cash Receipts (FY07)
COFF 30 Sep 07, DEST Oct 09

KEN 30-22b Menus Files
DEST when NLN for conducting business after supersession

KN 30-22c Dining Facility Reviews
DEST when NLN for conducting business

KN 30-22d Dining Facility Operations
DEST when NLN for conducting business

KN 30-22h Ration Request, Issue, Delivery and Account Status Files
DEST when NLN for conducting business

KN 30-22m Unsatisfactory Subsistence Files
DEST when NLN for conducting business

K2 37 General Financial Admin Corres (FY07)
COFF 30 Sep 07, DEST Oct 09

KN 37 General Financial Admin Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

KEN 37a Individual Travel Charge Card Program Administration
PA Sys GSA/GOVT-3
DEST when NLN for conducting business after card is no longer authorized or individual transfers or separates

T6.25 37z Government Credit Card (FY07)
Certifying/Billing Officer's Accounts Files
COFF 30 Sep 07, DEST Jan 14

KEN 37aa Certifying/Accountable Officials
Appointments
PA Sys T1300
DEST when NLN for conducting business after
rescission or termination of appointment

K2 40 General Medical Svcs Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 40 General Medical Svcs Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

TE50 40-66a Health Records
PA Sys A0040-66bDASG
Trf and dispose of IAW AR 40-66

***FN 40-66b applies only to companies with
trainees:***

TE75 40-66b Dental Health Records
PA Sys A0040-66bDASG
Trf and dispose of IAW AR 40-66

K2 58 General Motor Trans Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 58 General Motor Trans Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

K.08 58-1a Dispatcher Organizational (07)
Control Records (Jan)
COFF 31 Jan 07, DEST Mar 07

K.08 58-1a Dispatcher Organizational (07)
Control Records (Feb)
COFF 28 Feb 07, DEST Apr 07

K.08 58-1a Dispatcher Organizational (07)
Control Records (Mar)
COFF 31 Mar 07, DEST May 07

K.08 58-1a Dispatcher Organizational (07)
Control Records (Apr)
COFF 30 Apr 07, DEST Jun 07

K.08 58-1a Dispatcher Organizational (07)
Control Records (May)
COFF 31 May 07, DEST Jul 07

K.08 58-1a Dispatcher Organizational (07)
Control Records (Jun)
COFF 30 Jun 07, DEST Aug 07

K.08 58-1a Dispatcher Organizational (07)
Control Records (Jul)
COFF 31 Jul 07, DEST Sep 07

K.08 58-1a Dispatcher Organizational (07)
Control Records (Aug)
COFF 31 Aug 07, DEST Oct 07

K.08 58-1a Dispatcher Organizational (07)
Control Records (Sep)
COFF 30 Sep 07, DEST Nov 07

K.08 58-1a Dispatcher Organizational (07)
Control Records (Oct)
COFF 31 Oct 07, DEST Dec 07

K.08 58-1a Dispatcher Organizational (07)
Control Records (Nov)
COFF 30 Nov 07, DEST Jan 08

K.08 58-1a Dispatcher Organizational (07)
Control Records (Dec)
COFF 31 Dec 07, DEST Feb 08

KEN 58-1b Equipment Daily Utilization Files
DEST when NLN for conducting business after trf
of information to other records except when
required for accident investigation or state gasoline
tax purposes

K2 71 General Force Development Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 71 General Force Development Corres Files (NONACTION DOCUMENTS)
DEST when NLN for conducting business

KEN 71-32b TDA, CTA, and TADDS Files
DEST when NLN for conducting business after supersession or obsolescence of the basic allowance document

KEN 71-32g Equipment Tables
DEST when NLN for conducting business upon supersession or obsolescence

K2 190 General Military Police Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 190 General Military Police Corres Files (NONACTION DOCUMENTS)
DEST when NLN for conducting business

KEN 190-14b Registrations and Permits
PA Sys A0190-14DAMO
DEST when NLN for conducting business after registration or permit is expired or revoked

K5 190-45d2 Loss, Theft, & Recovery of Firearms Files – TOE units and other offices (07)
COFF 31 Dec 07, DEST Jan 13

K2 210 General Installations Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 210 General Installations Corres Files (NONACTION DOCUMENTS)
DEST when NLN for conducting business

DA Forms 3799 and other related control documents:

KE.25 210-130a Unit and Organizational Laundry Files (DA Forms 3799)
PA Sys A0210-130DALO
ACTIVE. PIF on termination of service

KE.25 210-130a Unit and Organizational Laundry Files (DA Forms 3799) (07)
(Jan - Mar)
PA Sys A0210-130DALO
INACTIVE. COFF 31 Mar 07, DEST Jul 07

KE.25 210-130a Unit and Organizational Laundry Files (DA Forms 3799) (07)
(Apr - Jun)
PA Sys A0210-130DALO
INACTIVE. COFF 30 Jun 07, DEST Oct 07

KE.25 210-130a Unit and Organizational Laundry Files (DA Forms 3799) (07)
(Jul - Sep)
PA Sys A0210-130DALO
INACTIVE. COFF 30 Sep 07, DEST Jan 08

KE.25 210-130a Unit and Organizational Laundry Files (DA Forms 3799) (07)
(Oct - Dec)
PA Sys A0210-130DALO
INACTIVE. COFF 31 Dec 07, DEST Apr 08

Other information:

K1 210-130a Unit and Organizational Laundry Files (07)
PA Sys A0210-130DALO
COFF 31 Dec 07, DEST Jan 09

K2 215 General Morale, Welfare, & Recreation Correspondence Files (07)
COFF 31 Dec 07, DEST Jan 10

Fort Knox Circular 25-06-1 (25 Oct 06)

KN 215 General Morale, Welfare, & Recreation
Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

TE3 215-1d NAF Accounts
PA Sys T7290 (DFAS)
ACTIVE. PIF after completion of next comparable
audit or after date of last entry in bound books,
ledgers, & journals

TE3 215-1d NAF Accounts (07)
PA Sys T7290 (DFAS)
INACTIVE. COFF 31 Dec 07, DEST Jan 11

KN 215-1aa Recreation & Entertainment Details
PA Sys A0215CFSC
DEST when NLN for conducting business

K2 215-1bb2 Recreation & Entertainment (07)
Cases – TOE units and offices other
than office having Army-wide
responsibility
PA Sys A0215-2bCFSC
COFF 31 Dec 07, DEST Jan 10

K2 220 General Field Organizations Corres (07)
Files
COFF 31 Dec 07, DEST Jan 10

KN 220 General Field Organizations Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

Materiel condition status reports:

K1 220-1a2 Readiness Reports - All (07)
materiel condition status reports
COFF 31 Dec 07, DEST Jan 09

K2 220-1a3 Readiness Reports – TOE (07)
units and other offices
COFF 31 Dec 07, DEST Jan 10

TE 220-1b Personnel Readiness Files
PA Sys A0001bAHRC
Fwd w/MPRJ IAW AR 600-8-104 when individual
is separated

K5 220-15a2 Daily Journal, Staff (07)
Journal, & Tactical Operations
Center (TOC) Logs – Mobilization
other offices and TOE units and
peacetime
COFF 31 Dec 07, DEST Jan 13

K2 350 General Training Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 350 General Training Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

KN 350-1a2 Training Inspections – TOE units and
other offices
DEST when NLN for conducting business

K2 350-1d2 Training Operations – TOE (07)
units and other offices
COFF 31 Dec 07, DEST Jan 10

Establish "dummy folder" as shown, followed by individual "by-name" folders for each Soldier:

KN 350-1j2 SMITH, Aaron A.

KN 350-1j2 JONES, Timothy R.

KN 350-1j2 DOE, James K.

KN 350-1j2 Individual Training Files - CTT
PA Sys OPM/GOVT 1, A0600-8-104AHRC
DEST when NLN for conducting business

Establish "dummy folder" as shown, followed by individual "by-name" folders for each Soldier:

KEN 350-1j3 SMITH, Ralph A.

KEN 350-1j3 JONES, Steven R.

KEN 350-1j3 DOE, John J.

KEN 350-1j3 Individual Training Files – Other
records than CTT
PA Sys OPM/GOVT 1, A0600-8-104AHRC
Upon trf or sep, fwd documents specified by
AR 600-8-104 with the MPRJ, DEST the remainder

KN 350-10d2 Army Training Requirements and
Resources System (ATTRS)
Report Files – Other than office
performing Army-wide
responsibility
PA Sys A0351DAPE
DEST when NLN for conducting business

Final reports prepared by unit:

K2 350-28a2 Emergency Tests and (07)
Exercises – Offices below MACOM
level
COFF 31 Dec 07, DEST Jan 10
(Note: DEST other related documents upon
preparation of final report)

K2 351 General Schools Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 351 General Schools Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

T40 351a Individual Academic Records (FY07)
PA Sys A0351aTRADOC & A0351-1aTRADOC
COFF 30 Sep 07, Trf RHA Oct 09,
Ret NPRC Oct 17, DEST Oct 47

K2 380 General Security Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 380 General Security Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

KEN 380-5a Security Briefings & Debriefings
PA Sys A0380-67DAMI
DEST when NLN for conducting business after trf
or separation of person

KEN 380-5b Security Inspections and Surveys
DEST when NLN for conducting business after
next comparable inspection or survey

Fort Knox Circular 25-06-1 (25 Oct 06)

K3 380-5k2 Security Classification Files – (07)
TOE units and other offices
COFF 31 Dec 07, DEST Jan 11

K2 380-5n1 Office Nonregistered Classified (07)
Document Destruction Certificates –
Other than NATO records
COFF 31 Dec 07, DEST Jan 10
(DEST earlier if approved by HQDA (DAMI-CIS)
WASH DC 20310)

T10 380-5n2 Office Nonregistered Classified (07)
Document Destruction Certificates –
NATO records
COFF 31 Dec 07, Trf RHA Jan 10, Ret WNRC Jan
11, DEST Jan 18

K2 380-5dd Activity Entry and Exit (07)
Inspection Program
COFF 31 Dec 07, DEST Jan 10

Files requiring action per AR 380-67:

TE 380-67a Security Clearance Information
PA Sys A0380-67DAMI
Trf to gaining government agency IAW AR 380-67
upon trf of individual

Files requiring no action per AR 380-67:

KEN 380-67a Security Clearance Information
PA Sys A0380-67DAMI
DEST when NLN for conducting business upon
separation of individual

K2 381 General Military Intelligence (07)
Correspondence Files
COFF 31 Dec 07, DEST Jan 10

KN 381 General Military Intelligence Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

KN 381a Intelligence Reports
DEST when NLN for conducting business

K2 385 General Safety Correspondence Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 385 General Safety Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

KN 385-10c Safety Awareness Files
DEST when NLN for conducting business

KEN 385-10g Target Practice Safety Files
DEST when NLN for conducting business after
completion of firing exercise

K2 420 General Facilities Engineering (07)
Correspondence Files
COFF 31 Dec 07, DEST Jan 10

KN 420 General Facilities Engineering
Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

KEN 420-90a2 Fire Prevention Files – TOE units
and offices other than office
having Army-wide responsibility
DEST when NLN for conducting business after
supersession or obsolescence

K2 500 General Emergency Employment (07)
of Army and Other Resources Corres
Files
COFF 31 Dec 07, DEST Jan 10

KN 500 General Emergency Employment of
Army and Other Resources Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

KEN 500-3a2 Emergency Plans – Offices below
HQDA
DEST when NLN for conducting business after
supersession or obsolescence

K2 600 General Personnel Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 600 General Personnel Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

KEN 600-8b Personnel Information System
Reports
PA Sys A0600-8-23AHRC
DEST when NLN after requirements of DA Pam
600-8 are met

Battalion/Squadron S1 or equivalent:

K1 600-8c2 Personnel Strength Zero Balance (07)
Reports – Offices other than
Personnel Automation Section
PA Sys A0600-8-23AHRC
COFF 31 Dec 07, DEST Jan 09

Unit:

KEN 600-8c2 Personnel Strength Zero Balance
Reports – Offices other than
Personnel Automation Section
PA Sys A0600-8-23AHRC
DEST when NLN for conducting business after
receipt of next copy

KN 600-8e1 Transmittal Letters – JUMPS active
Army
DEST when NLN for conducting business

KEN 600-8-1k Personal Effects Cases
PA Sys A0600-8-1cAHRC
DEST when NLN for conducting business after
disposition of effects

KEN 600-8-2b Flagging System Management
PA Sys A0600-8-23AHRC
DEST when NLN for conducting business after
completion of reviews and actions

KE2 600-8-3a Postal Personnel Designations
PA Sys A0065AHRC
ACTIVE. PIF after termination of designation

KE2 600-8-3a Postal Personnel Designations (07)
PA Sys A0065AHRC
INACTIVE. COFF 31 Dec 07, DEST Jan 10

K1 600-8-3c Postal Activity Inspections and (07)
Audits
COFF 31 Dec 07, DEST Jan 09

KEN 600-8-3d Postal Directory Sources
PA Sys A0065AHRC & A0001DAPE
DEST when NLN for conducting business after
posting to locator cards

Maintain in alphabetical order by last name in one file regardless of status or rank; do not create an INACTIVE file.

KE1/KE.5 600-8-3e Postal Directories
PA Sys A0065AHRC & A0001DAPE
Permanent party personnel: DEST 1 year after departure.
Trainees, students, & other personnel asgn'd 6 months or less: DEST 6 months after departure.

KEN 600-8-3f Standing Delivery Orders
PA Sys A0065AHRC
DEST when NLN for conducting business after termination of designation or issuance of revised standing delivery order

K1 600-8-3g Post Office Accountable Mail (07)
Receipts
COFF 31 Dec 07, DEST Jan 09

KEN 600-8-3h Mail Call and Hours of Collection Files
DEST when NLN for conducting business after obsolescence or when purpose is served

KEN 600-8-3j Postal Lockbox Assignments
PA Sys A0065AHRC
DEST when NLN for conducting business after lockbox is reassigned

K1 600-8-3p Delivery Service Controls (07)
COFF 31 Dec 07, DEST Jan 09

K6 600-8-3q Postal Activity Reports (07)
COFF 31 Dec 07, DEST Jan 14

K.5 600-8-6a Military Personnel Registers (07)
(Jan - Jun)
COFF 30 Jun 07, DEST Jan 08

K.5 600-8-6a Military Personnel Registers (07)
(Jul - Dec)
COFF 31 Dec 07, DEST Jul 08

KN 600-8-6b3 Army Strength Reports – TOE units and other offices
PA Sys A0680-31bAHRC & A0600-8aDAPE
DEST when NLN for conducting business

K3 600-8-10a Leave of Absence Files (FY07)
PA Sys A0001bAHRC
COFF 30 Sep 07, DEST Oct 10

K6 600-8-10b Leave Control Logs (FY07)
PA Sys A0001bAHRC
COFF 30 Sep 07, DEST Oct 13

T2 600-8-19a Promotion Eligibility Rosters (07)
PA Sys A0600-8-104bAHRC
COFF 31 Dec 07, DEST Jan 10

K5 600-8-19b2 Enlisted Selection Board (07)
Reporting Files – Other office and TOE units
PA Sys A0600-8-104bAHRC
COFF 31 Dec 07, DEST Jan 13

Approval and disapproval authority:

T25 600-8-22b2 Military Award Cases - (07)
Approval and disapproval authority: Approved peacetime awards and all disapproved awards
PA Sys A0600-8-22AHRC
COFF 31 Dec 07, Trf RHA Jan 10,
Ret WNRC Jan 11, DEST Jan 33

Recommending official:

K2 600-8-22b3 Military Award Cases – (07)
Offices other than approval and
disapproval authority
PA Sys A0600-8-22AHRC
COFF 31 Dec 07, DEST Jan 10

KN 600-8-22c Award Ceremonies
DEST when NLN for conducting business

K1 600-8-22e2 Unit Award Cases – (07)
Offices other than offices
exercising awarding authority
COFF 31 Dec 07, DEST Jan 09

KN 600-8-101a Departure Clearances
PA Sys A0600-8-101AHRC
DEST when NLN for conducting business

KEN 600-8-104a JOHNSON, Roxanne L.

KEN 600-8-104a HARRIS, Samuel K.

INACTIVE - 2006

KEN 600-8-104a JONES, John R.

KEN 600-8-104a DOE, Samantha K.

INACTIVE - 2007

KEN 600-8-104a SMITH, Joe A.

KEN 600-8-104a ADAMS, Alexis J.

KEN 600-8-104a Informational Personnel Files
PA Sys A0600-8-104AHRC & A0001bAHRC
DEST when NLN for conducting business after trf
or separation of individual

KEN 600-8-104e Qualification Record Extracts
PA Sys A0600-8-104AHRC
DEST when NLN for conducting business on trf or
separation of individual

Approving or issuing authority:

T56 600-8-105a1 Personnel-type Orders - (07)
Approving or issuing authority
COFF 31 Dec 07, Trf RHA Jan 10,
Ret WNRC Jan 11, DEST Jan 64

Other offices:

KN 600-8-105a3 Personnel-type Orders – Offices
other than approving or issuing
authority
DEST when NLN for conducting business

TP 600-8-105c Permanent Order Record (07)
Sets
COFF 31 Dec 07, Trf RHA Jan 08, Ret WNRC
with next regular shipment, PERM

TE 600-9a Weight Controls
PA Sys A0600-8-104AHRC
ACTIVE. File in MPRJ on transfer,
separation. or

K2 600-20a2 EO Reports – TOE units and (07)
other offices
COFF 31 Dec 07, DEST Jan 10

KE2 600-20c2 EO Complaint Cases – TOE units
and other offices
PA Sys A0690-600SAMR
ACTIVE. PIF after final resolution of case

KE2 600-20c2 EO Complaint Cases –
(07)
TOE units and other offices
PA Sys A0690-600SAMR
INACTIVE. COFF 31 Dec 07, DEST Jan 10

TE.25 600-20e Pregnancy and Family Care Counseling
PA Sys A0001bAHRC
ACTIVE. PIF on trf or separation of individual
(if individual is trf on post, fwd file to gaining organization)

TE.25 600-20e Pregnancy and Family Care Counseling (Jan - Mar) (07)

PA Sys A0001bAHRC
INACTIVE. COFF 31 Mar 07, DEST Jul 07

TE.25 600-20e Pregnancy and Family Care Counseling (Apr - Jun) (07)

PA Sys A0001bAHRC
INACTIVE. COFF 30 Jun 07, DEST Oct 07

TE.25 600-20e Pregnancy and Family Care Counseling (Jul - Sep) (07)

PA Sys A0001bAHRC
INACTIVE. COFF 30 Sep 07, DEST Jan 08

TE.25 600-20e Pregnancy and Family Care Counseling (Oct - Dec) (07)

PA Sys A0001bAHRC
INACTIVE. COFF 31 Dec 07, DEST Apr 08

K2 600-25c3 Ceremonies – Offices other than office having Army-wide responsibility (07)
COFF 31 Dec 07, DEST Jan 10

(or)

KN 600-25c3 Ceremonies – Offices other than office having Army-wide responsibility
DEST when NLN for conducting business

Meal Card Control Registers and Control Logs:

KEN 600-38a1 Meal Card Management Files – Active Army: Meal card control registers and control logs
DEST when NLN for conducting business after filled or otherwise rendered inactive

Other records:

KN 600-38a2 Meal Card Management Files - Other than meal card control register and control logs and all records for Reserve units
DEST when NLN for conducting business

K2 600-85a2 Alcohol & Drug Abuse Mgt (FY07) Files – Other offices and TOE units
COFF 30 Sep 07, DEST Oct 09

KN 600-85b3 Alcohol and Drug Abuse Statistics - Other offices and TOE units
DEST when NLN for conducting business

K2 630 General Personnel Absences Correspondence Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 630 General Personnel Absences Corres Files (NONACTION DOCUMENTS)
DEST when NLN for conducting business

K1 630-10a2 AWOL Statistical Reports – TOE units and other offices (07)
COFF 31 Dec 07, DEST Jan 09

K2 635 General Personnel Separations (07)
Correspondence Files
COFF 31 Dec 07, DEST Jan 10

KN 635 General Personnel Separations
Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

T2 635-200a2 Discharge Board Proceedings - (07)
Information on other individuals
PA Sys A0635-200AHRC
COFF 31 Dec 07, DEST Jan 10

KEN 635-200c1 General Counseling Statements –
Except for rehabilitative transfers
PA Sys A0001bAHRC
DEST when NLN for conducting business upon
reassignment, separation at ETS or retirement

Rehabilitative transfers:

T 635-200c2 General Counseling Statements –
Rehabilitative transfers
PA Sys A0001bAHRC
Forward documents, such as DA Form 4856, to
gaining activity; whether it is an on or off post trf

Rehabilitative separation/discharge:

TE 635-200c3 General Counseling Statements –
For rehabilitative
separation/discharge
PA Sys A0001bAHRC
Place with individual's discharge case file (RN 635-
200a2) after execution of rehabilitative
separation/discharge

K2 700 General Logistics Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 700 General Logistics Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

KN 700-19b Ammunition Status Reporting files
DEST when NLN for conducting business

KEN 700-84a Personal Property Accounts
(Clothing Bag Items)
PA Sys A0710-2cDALO
DEST when NLN for conducting business after
final disposition of property

K2 710 General Inventory Mgt Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 710 General Inventory Mgt Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

TE2 710-2a Property Book and Supporting
Documents
ACTIVE. PIF when property is turned in or
destroyed

TE2 710-2a Property Book and (FY07)
Supporting Documents
INACTIVE. COFF 30 Sep 07, DEST Oct 09

DA Form 3643:

K1 710-2a Property Book and (FY07)
Supporting Documents
(DA Form 3643)
COFF 30 Sep 07, DEST Oct 08

DA Form 3644:

K2 710-2a Property Book and (FY07)
Supporting Documents
(DA Form 3644)
COFF 30 Sep 07, DEST Oct 09

Discontinuance of Unit:

TE2 710-2a Property Book and Supporting
Documents
ACTIVE. PIF on zero balance and accounting for
property.

TE2 710-2a Property Book and (FY07)
Supporting Documents
INACTIVE. COFF 30 Sep 07, DEST Oct 09

T3 710-2b Document Registers – Office (FY07)
conducting inspection
COFF 30 Sep 07, DEST Oct 10

KEN 710-2c Hand Receipts
PA Sys A0710-2bDALO
DEST when NLN for conducting business after
turn-in or other complete accounting for property,
or when superseded by a new receipt or listing

KEN 710-2d Property Record Inspection and
Inventory Reports
DEST when NLN for conducting business after
completion of next comparable inspection or
inventory

**Establish "dummy folder" as shown, followed by
individual "by-name" folders for each Soldier:**

KEN 710-2g1 SMITH, Ralph A.

KEN 710-2g1 JONES, Harry L.

KEN 710-2g1 DOE, John J.

KEN 710-2g1 Soldier Issue Files – Hand receipts
PA Sys A0710-2dDALO
DEST when NLN for conducting business on return
or other complete accounting for items

**Establish "dummy folder" as shown, followed by
individual "by-name" folders for each Soldier:**

KE.5 710-2g3 Jones, Shirley C.

KE.5 710-2g3 Hill, Harry B.

KE.5 710-2g3 DOE, Jane W.

KE.5 710-2g3 Soldier Issue Files – Personal
clothing: Unit: Active Army
(DA 3078)
PA Sys A0710-2dDALO
ACTIVE. PIF when inventory is made without
discrepancy

**Establish "dummy folder" as shown, followed by
individual "by-name" folders for each Soldier:**

KE.5 710-2g3 Jones, Stanley R. (07)

KE.5 710-2g3 Hall, Henry B. (07)

KE.5 710-2g3 DOE, Jan C. (07)

KE.5 710-2g3 Soldier Issue Files – Personal (07)
clothing: Unit: Active Army
(Jan – Jun)
(DA 3078)
PA Sys A0710-2dDALO
INACTIVE. COFF 30 Jun 07, DEST Jan 08

Loss, theft, and recovery reports:

KE.5 710-2g3 James, Austin C. (07)

KE.5 710-2g3 Day, Henry B. (07)

KE.5 710-2g3 Bates, Joe R. (07)

KE.5 710-2g3 Soldier Issue Files – Personal (07)
clothing: Unit: Active Army
(Jul – Dec)
(DA 3078)

PA Sys A0710-2dDALO

INACTIVE. COFF 31 Dec 07, DEST Jul 08

K5 710-2h3 Property Loss, Theft, and (07)
Recovery Cases – Weapons Reports
COFF 31 Dec 07, DEST Jan 13

KEN 710-2m Receipting Authorities
DEST when NLN for conducting business upon
preparation of new authorization

K2 715 General Procurement Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 715 General Procurement Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

KE2 715h Contracting Officer Designations
ACTIVE. PIF after rescission or termination

KE2 715h Contracting Officer Designations (07)
INACTIVE. COFF 31 Dec 07, DEST Jan 10

KE3 715j1 Small Purchases and Modifications –
Other than environmental issues
ACTIVE. PIF after final payment or acceptance of
goods or service

KE3 715j1 Small Purchases and (FY07)
Modifications – Other than
environmental issues
INACTIVE. COFF 30 Sep 07, DEST Oct 10

K2 725 General Requisition & Issue of (FY07)
Supplies & Equipment Corres Files
COFF 30 Sep 07, DEST Oct 09

KN 725 General Requisition & Issue of Supplies
& Equipment Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

***Establish "dummy folder" as shown, followed by
individual "by-name" folders for each Soldier:***

TE 710-2g6 SMITH, Mark T.

TE 710-2g6 JONES, Alex L.

TE 710-2g6 Davis, John A.

TE 710-2g6 Soldier Issue Files – Organizational
clothing and individual equipment
(OCIE): Unit
(DA 3645)

PA Sys A0710-2dDALO

Send with Soldier to issue point upon trf or
separation

Weapons inventories - No discrepancies:

T2 710-2h1 Property Loss, Theft, and (07)
Recovery Cases – No discrepancies
(Weapons Inventories)
COFF 31 Dec 07, DEST Jan 10

Weapons inventories - Discrepancies noted:

T4 710-2h2 Property Loss, Theft, and (07)
Recovery Cases – Discrepancies
noted
(Weapons Inventories)
COFF 31 Dec 07, DEST Jan 12

Supply Room:

KE2 725-50b1 Requisition Suspense & Status Files
ACTIVE. PIF on completion of supply action or on cancellation of requisition

KE2 725-50b1 Requisition Suspense & Status Files (FY07)
INACTIVE. COFF 30 Sep 07, DEST Oct 09

K2 735 General Property Accountability Correspondence Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 735 General Property Accountability Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

Pecuniary liability:

TE5 735-5r1 Financial Liability Investigation of Property Loss Files – Files involving pecuniary liability
PA Sys A0027-1DAJA
ACTIVE. PIF after final action

TE5 735-5r1 Financial Liability Investigation of Property Loss Files – Files involving pecuniary liability (FY07)
PA Sys A0027-1DAJA
INACTIVE. COFF 30 Sep 07, DEST Oct 12

Other than pecuniary liability:

KN 735-5r2 Financial Liability Investigation of Property Loss Files - Other than pecuniary liability
PA Sys A0027-1DAJA
DEST when NLN for conducting business

KN 735-5s Financial Liability Investigation of Property Loss Control Register Files
DEST when NLN for conducting business

DD Form 1131:

KEN 735-5t1 Relief From Responsibility (Liability Admitted) Files – DD Form 1131
PA Sys A0027-1DAJA
DEST when NLN for conducting business after completion of collection action

DD Form 362:

KEN 735-5t2 Relief From Responsibility (Liability Admitted) Files – DD Form 362
PA Sys A0027-1DAJA
DEST when NLN for conducting business after verification that all amounts have been collected from the Soldier's pay

K2 750 General Maintenance of Supplies and Equipment Correspondence Files (07)
COFF 31 Dec 07, DEST Jan 10

KN 750 General Maintenance of Supplies and Equipment Correspondence Files (NONACTION DOCUMENTS)
DEST when NLN for conducting business

Materiel Condition Status Reports - DA Form 2406:

K1 750-1a3 Maintenance Summary & Management Files – Active Army and Reserve components: Materiel Condition Status Reports (DA Form 2406)
COFF 31 Dec 07, DEST Jan 09

KN 750-1m Maintenance Technical Assistance
Files
DEST when NLN for conducting business

K2 870 General Historical Activities (07)
Corres Files
COFF 31 Dec 07, DEST Jan 10

KEN 750-8a Maintenance Requests
DEST when NLN after requirements of
DA Pam 750-8 and DA Pam 738-751 are met

KN 870 General Historical Activities Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

KEN 750-8b Maintenance Request Registers
DEST when NLN for conducting business after last
entry

TP 870-5a MTOE Organizational History Files
PERM. Trf to HQDA (DAMH-FPO), Bldg 35, 103
Third Ave., Ft McNair, DC 20319-5058 when unit
is discontinued, disbanded, inactivated, or reduced
to zero strength

KEN 750-8c Maintenance Tags
DEST when NLN for conducting business upon
return or issue of related equipment

KEN 750-8d Preventive Maintenance Schedules
DEST when NLN for conducting business when
required information is transferred to other records
or on disposition of related equipment

KEN 750-8e Equipment Inspection and
Maintenance Worksheets
DEST when NLN for conducting business after
posting to logbook, entering deficiencies on new
form, completion of next serviceability test or
check, or historical inspection data purposes have
been served

KEN 750-8f Historical Records or Logbooks
DEST when NLN after requirements of
DA Pam 750-8 are met

KEN 750-8j2 Calibration Data Cards – Other than
master file entries
DEST when NLN after requirements of TB 43-180
are met

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Appendix E
Cross Reference Sheet

1. Type on plain bond paper.
2. Include the following:

Addressee, Date prepared, Record number, Title, Description, Location, and Originator

Example:

RECORDS CROSS REFERENCE

TO WHOM IT MAY CONCERN:

5 Jan 07

Record number 25-400-2e, Office File Numbers (Approvals), Office Records Lists, are located in the top drawer of the filing cabinet.

(Originator)

Fort Knox Circular 25-06-1 (25 Oct 06)

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Appendix F
Sample Records Management Coordinator Duty Appointment

(Office Symbol)

(date)

MEMORANDUM FOR *(Individual's Name)*

SUBJECT: Additional Duty Appointment

1. Effective *(date)*, *(name)*, is assigned the additional duty of Records Coordinator for *(unit/activity)*. Duty phone number is *(4-xxxx)*.
2. Authority: AR 25-1, para 8-2g(8)(a)-(e), AR 25-400-2, and Fort Knox Cir 25-06-1, para 2c.
3. Purpose: To serve as the unit/activity Records Coordinator.
4. Period: Until officially released or relieved from appointment.
5. Special Instructions:
 - a. Ensure each Records Custodian within the unit/activity has been properly registered in ARIMS.
 - b. Assist each Records Custodian in developing an ORL for their section and ensure the ORL is updated annually.
 - c. Ensure files and filing equipment are properly labeled and maintained to facilitate filing, searching, and disposition of records.
 - d. Ensure records eligible for transfer to the installation Records Holding Area are properly arranged and transferred in accordance with the disposition schedule.
 - e. Ensure all personnel engaged in filing are properly trained and have attended an ARIMS course.

(Name)
(Rank, branch)
Commanding

CF:
1 – Duty Appointment File
1 – DOIM (IMSE-KNX-HRS)

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Appendix G

Records Management Program Checklists

INSPECTION CHECKLIST			
For use of this form, see Fort Knox Pam 25-31			
FUNCTIONAL AREA: Records Management		SUBJECT AREA: Army Records Information Management System	
		PAGE 1 of 2 PAGES	
PROPOSER/PHONE NO: IMSE-KNX-HRS, 4-7325/7500; IMSE-KNX-HRS-R, 4-6341			DATE OF REVISION: 16 October 2006
UNIT INSPECTED:		DATE:	INSPECTOR'S NAME/PHONE NO:
YES	NO	NA	<ol style="list-style-type: none"> 1. Is a copy of AR 25-400-2, The Army Records Information Management System (ARIMS), 15 Nov 04 and Fort Knox Cir 25-06-1 on hand or available electronically? 2. Has a Records Management Coordinator been appointed and a copy of the appointment memo furnished to the Installation Records Manager (IMSE-KNX-HRS)? (AR 25-1, para 8-2g(8)(a)-(e) and Fort Knox Cir 25-06-1, para 2c) 3. Has an Office Records List (ORL) used in each office been prepared? (AR 25-400-2, para 5-10 and Fort Knox Cir 25-06-1, para 2e(2)) 4. Is the ORL current and has it been approved by the Installation Records Manager for the current calendar/fiscal year? (AR 25-400-2, para 5-10b and Fort Knox Cir 25-06-1, para 2e(2)) 5. Are all record containers and file folders labeled? (AR 25-400-2, para 6-2a and Fort Knox Cir 25-06-1, Appendix B, para B-57 and Appendix D) 6. Do all labels include the disposition code, record number, record title, Privacy Act System Notice number (if applicable), disposition instructions, and where appropriate, the year of accumulation? (AR 25-400-2, para 6-2a and Fort Knox Cir 25-06-1, para 3b and Appendix D) 7. If the "dummy folder" concept is used, is it in accordance with Fort Knox Cir 25-06-1, Appendix B, para B-7? 8. Have all labels been annotated with the proper disposition standards and generic retention periods been converted to the exact cutoff, transfer, retirement, and disposition dates using ARIMS RRS-A and Fort Knox Cir 25-06-1? 9. Are guides used to divide files and to identify subdivisions? (AR 25-400-2, para 5-4a) 10. Are folders used to keep related records together, to assist in retrieval of records by label identification, and to protect the records? (AR 25-400-2, para 5-4b) 11. Are files in proper sequence within appropriate filing arrangement (i.e., alphabetical, date, numerical, etc.) that permits quick retrieval? (AR 25-400-2, para 5-5 and Fort Knox Cir 25-06-1, Appendix B, para B-44 and B-46) 12. Are correspondence/documents under the "general correspondence" categories filed per applicable disposition instructions based on whether the correspondence is an ACTION document or NONACTION document (received for information only)? (Fort Knox Cir 25-06-1, Appendix B, para B-4) 13. Are files with a specified retention period, such as "Destroy after 2 years," cutoff and blocked at the end of the year in which action on the record has been completed? (Fort Knox Cir 25-06-1, Appendix B, para B-20)

INSPECTION CHECKLIST (continued)				
FUNCTIONAL AREA:		SUBJECT AREA:		PAGE 2
Records Management		Army Records Information Management System		of 2 PAGES
YES	NO	NA		
			<p>14. Are files with a continuing type of disposition, such as "Destroy when no longer needed for conducting business," reviewed and individual records removed and destroyed at the appropriate time? After review, are the current records brought forward to the new annual block? (Fort Knox Cir 25-06-1, Appendix B, para B-20)</p> <p>15. Are records received for file complete and has unnecessary material been eliminated? Has correspondence for file been assembled as shown in AR 25-50? (AR 25-400-2, para 5-3; AR 25-50, figure 4-2)</p> <p>16. If a record cannot be identified for filing, has it been brought to the attention of the Installation Records Manager? (AR 25-400-2, para 2-2a)</p> <p>17. Are files destroyed or transferred per disposition standards? (ARIMS RRS-A and Fort Knox Circular 25-06-1, Appendix B and D)</p> <p>18. Are FOR OFFICIAL USE ONLY records and those subject to the Privacy Act properly destroyed? (AR 25-55, para 4-501)</p> <p>19. Have all eligible records been transferred to the installation Records Holding Area or the Army Electronic Archives (AEA) using ARIMS Electronic Capture and Store? (AR 25-400-2, Table 7-1 and Chapter 9; Fort Knox Cir 25-06-1, Appendix D)</p> <p>20. If records have been transferred to the Records Holding Area, is one copy of each SF 135 maintained under RN 1g, Office Record Transmittals, until the record has reached its disposition date? (AR 25-400-2, para 9-3a and Fort Knox Cir 25-06-1, Appendix B, para B-21)</p> <p>21. Are records maintained by "electronic means only" maintained, used, and destroyed per chapter 3, AR 25-400-2?</p> <p>22. Has the records custodian attended an ARIMS Training Class? (Fort Knox Cir 25-06-1, para 2e(5))</p>	

FK FORM 331-E, MAR 06

INSPECTION CHECKLIST			
For use of this form, see Fort Knox Pam 25-31			
FUNCTIONAL AREA: Records Management		SUBJECT AREA: Privacy Act (PVA)	
		PAGE 1 of 1 PAGES	
PROPONENT/PHONE NO: IMSE-KNX-HRS, 4-7325/7500 or IMSE-KNX-HRS-R, 4-6341			DATE OF REVISION: 16 October 2006
UNIT INSPECTED:		DATE:	INSPECTOR'S NAME/PHONE NO:
YES	NO	NA	<ol style="list-style-type: none"> 1. Are AR 340-21 and USAARMC Pam 25-4 on hand for reference? 2. Has a Privacy Act (PVA) Coordinator been appointed? (AR 340-21, para 1-9a) 3. Has a copy of the appointment memo been furnished to the Installation Privacy Act Advisor (IMSE-KNX-HRS-A)? (USAARMC Pam 25-4, para 2-5c) 4. Is there a statement shown on all rosters containing personal information cautioning that the information is protected from unauthorized disclosure under the PVA? (AR 340-21, para 4-4) 5. Are Social Security Number (SSN) and other data elements of PVA-protected personal information being included on rosters only when absolutely necessary? (AR 340-21, para 1-5b, 1-5h, and 4-1c) 6. Are key personnel or similar personnel rosters being provided or accessed only by DoD personnel who have a "need to know" in the official performance of their duties? (AR 340-21, para 3-1a) 7. Are personnel with access to records aware of what type of personal information may and may not be released about an individual? (AR 340-21, para 3-3) 8. Is a PVA statement being provided when personal information is solicited directly from a Soldier or Army employee? (AR 340-21, para 4-2) 9. Is FK Form 150-E (Personal Data Card) used to collect personal information directly from the individual? (USAARMC Pam 25-4, para 3-11)

INSPECTION CHECKLIST			
For use of this form, see Fort Knox Pam 25-31			
FUNCTIONAL AREA: Records Management		SUBJECT AREA: Freedom of Information Act (FOIA)	
		PAGE 1 of 1 PAGES	
PROPONENT/PHONE NO: IMSE-KNX-HRS, 4-7325/7500 or IMSE-KNX-HRS-R, 4-6341			DATE OF REVISION: 16 October 2006
UNIT INSPECTED:		DATE:	INSPECTOR'S NAME/PHONE NO:
YES	NO	NA	<ol style="list-style-type: none"> 1. Are AR 25-55 and USAARMC Pam 25-4 on hand for reference? 2. Has an FOIA Coordinator been appointed? (USAARMC Pam 25-4, para 2-5b) 3. Has a copy of the appointment memo been furnished to the Installation FOIA Advisor (IMSE-KNX-HRS-A)? (USAARMC Pam 25-4, para 2-5c) 4. Have procedures been established within the organization for actions to be taken under the FOIA? (USAARMC Pam 25-4, para 2-5d) 5. Is the FOIA request date- and time-stamped upon receipt? Is the request responded to within 20 working days? (AR 25-55, para 5-204a) 6. Is the FOIA Coordinator aware that the Installation FOIA POC (phone 4-7425) must be notified within 8 working hours upon receipt of an FOIA request to provide the following: <ol style="list-style-type: none"> a. Date the FOIA request was received for action; b. Identification of the reporting activity/organization; c. Name, grade, and telephone number of person submitting the report; d. Identification of requestor; e. Amount of charge, if any, and f. Actions taken thus far regarding the request. (USAARMC Pam 25-4, para 2-5d(4)) 7. Is the Installation FOIA POC provided a copy of each completed FOIA request and related correspondence immediately upon completion of all actions required? (USAARMC Pam 25-4, para 2-5d(5)) 8. Is DA Label 87 (For Official Use Only cover sheet) or similar cover sheet being used to safeguard "For Official Use Only (FOUO)" and Privacy Act protected information when not in file or storage? (AR 25-55, para 4-400; AR 340-21, para 4-4(c); and USAARMC Pam 25-4, para 3-5a) 9. Is DA Form 4948-R (Freedom of Information Act (FOIA)/Operations Security (OPSEC) Desk Top Guide) posted on desk top of personnel who routinely deal with the public (by phone, letter, or in person)? DA Form 4948-R is available through Installation Publications Stockroom, Bldg. No. 43, Warehouse St. (AR 25-55, para 1-501b; USAARMC Pam 25-4, para 2-6)